

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities.

**APPLICATIONS**

- : **Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver applications to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.
- : **Grahamstown:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x 13012, Cambridge, 5206, East London or hand deliver applications to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent, 5242, East London.
- : **Gauteng Local Division Pretoria/Labour and labour Appeals Court: Johannesburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
- : **Durban/Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban
- : **North West/ Mahikeng:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.

CLOSING DATE

: 03 May 2021

NOTE

: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department. Received applications using the incorrect application for employment (old Z83) will not be considered. www.dpsa.gov.za-vacancies/ www.judiciary.org.za. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: Requirement for all Senior Management Service (SMS) Posts - Nyukela Programme: This is a Pre-Entry Certificate to Senior SMS endorsed by DPSA which is offered by the National School of Government (NSG) through an online course platform. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The successful candidate will be required to provide proof of completion of the Pre-entry certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.

ERRATUM: Kindly note that the position of IT Internal Auditor-Data Analytics, National Office: Midrand with Ref No: 2021/95/OCJ (12 Months Contract), advertised on Public Service Vacancy Circular 12 dated 09 April 2021 with a closing date of 23 April 2021, has been withdrawn. We apologise for any inconvenience caused.

OTHER POSTS

POST 13/91 : **ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 2021/102/OCJ**

SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : North West High Court (Mahikeng)
REQUIREMENTS : A three-year National Diploma / Bachelor Degree in Security Management or Risk Management on NQF level 6 plus a minimum of three (3) years' experience in the security environment. Grade A State Security Agency Course. Sound knowledge of PAIA, MISS, OHSA, Protection of Information Act, Access to Public Premises and Vehicles. Computer Literacy. A valid driver's license.

DUTIES : Provide security advisory services to Management and maintain security value adding consultancy. Ensure implementation of the OCJ Security Policy. Development of security procedural guidelines. Manage matters related to integrity management and investigate security breaches. Ensure that physical security measures are in place by providing physical security infrastructure and key controls. Manage contracted security service provider and ensure compliance with the service level agreement. Evaluation and optimization of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Ensure compliance with Occupational Health and Safety Act. Interaction with security-related and relevant authorities.

ENQUIRIES : Mr O Sebatatso/ B Ontong Tel No: (018) 3977114/ 7064

POST 13/92 : **LAW RESEARCHER REF NO: 2021/103/OCJ**

SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Northern Cape High Court: Kimberley
REQUIREMENTS : An LLB degree or four (4) years' recognized legal qualification. Two (2) years' relevant legal experience. A valid driver's license. Skills and Competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislation. Computer literacy (MS Word). Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat). Project Management, including planning and organising ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Problems solving skills. Ability to work under pressure. Ability to work independently.

DUTIES : Consulting with State Attorneys and Advocates on litigation matters. Maintaining of stakeholder relations with referral institutions. Provide research and legal assistance to the Unit. Perform any ad hoc task within the Unit.

ENQUIRIES : Ms S Ruthven Tel No: (053) 807 2733

POST 13/93 : **LAW RESEARCHER REF NO: 2021/104/OCJ**

SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : North West High Court (Mahikeng)
REQUIREMENTS : An LLB degree or four (4) years' recognized legal qualification. Three (3) years' relevant legal experience. A valid driver's license. Skills and competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislation. Computer literacy (MS Word). Ability to access and utilize

- computer research programmes (Westlaw, LexisNexis, Jutastat). Planning and organising ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Problems solving skills. Ability to work under pressure. Ability to work independently.
- DUTIES** : Conduct legal research as required by the Judges and other personnel of the Court. Perform proof reading functions, drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of Judges of the Court recent developments in case law and jurisprudence. Checking judgments for style and accuracy of citations. Perform quasi-judicial functions. Attend to additional duties as assigned.
- ENQUIRIES** : Mr O Sebatatso/ B Ontong Tel No: (018) 3977114/ 7064
- POST 13/94** : **CONTRACT LAW RESEARCHER REF NO: 2021/105/OCJ**
- SALARY** : R376 596 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour and Labour Appeals Court: Johannesburg
: An LLB degree or four (4) years' recognized legal qualification. A minimum of three (3) years' legal research experience. Completed articles will be an added advantage. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and Competencies: Excellent research skills. Report writing and editing skills. Excellent communication skills (written and verbal). Computer literacy (MS Office). Problem analysis, solving and planning skills. Decision making skills. Time management skills. Creative and analytical skills.
- DUTIES** : Perform all legal duties for the Judges to enable them to prepare judgements. Research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge. Read all the relevant material and analysis it thoroughly. Discuss all possible variations on a legal point with colleagues and/ or the Judges attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgements, articles, speeches and conference papers with respect to spelling and grammar. Double check all references and foot notes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the help of track changes so that the judges can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers. Research all materials from all sources in both hard and soft copy and electronic formats on a legal issue, as requested by a Judge. Revert all the relevant materials and analyse it thoroughly. Prepare and draft speech, conference paper or article. Make all changes and additional if required. Prepare Powerpoint slides where applicable. Submit the speeches.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 13/95** : **OFFICE MANAGER REF NO: 2021/106/OCJ**
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Durban and Pietermaritzburg High Court
: A three-year National Diploma/Bachelor's Degree in Office Management or relevant equivalent qualification. Three (3) – (Five) 5 years' relevant experience in an office administration environment. A valid driver's license. Skills and Competencies: Job knowledge of office management responsibilities, systems and procedures. Excellent communication skills. Proficiency in English (Verbal and written). Interpretation of Law, Legal writing/drafting/legislative drafting skills. Knowledge of electronic Information Resource and online retrieval. Strong leadership and management capabilities. Ability to work long hours and under pressure. Computer literacy (MS Word, Power Point, Excel and Outlook).
- DUTIES** : Manage office of the Judge President at the KZN High Courts, Pietermaritzburg and Durban High Courts. The successful candidate will be required to travel with the Judge President between the two Courts and any of the attached circuit courts, should there be a need. Support the Judge president in communication with all Stakeholders, liaise with all stakeholders in the Department, Heads of Courts, Senior Managers, 30 Judges in the division, National Office, Legal professional

bodies and other Stakeholders with regards to matters emanating from the office of the Judge President. Management and supervision of judge's support staff including judge's secretaries and related matters. Prepare presentations and briefing notes for the judge President and disseminate complex information to all branch heads. Compile, analyse and report progress on a monthly and quarterly basis and submit memoranda regarding all matters related to the Judge President. Communication with Minister in respect of the appointment of Acting Judges. Communication with Acting Judges in respect of first time appointments and the necessary documentation required to be put onto Persal. Allocation of Courts on daily basis. Monitor and coordinate the reserve judgements outstanding and handed down.

ENQUIRIES : Ms L Marrie Tel No: (031) 372 3164

POST 13/96 : **SENIOR COURT INTERPRETER REF NO: 2021/108/OCJ**
(Re-advertisement), (The incumbent will be based in Port Elizabeth High Court)
Candidates who previously applied are encouraged to reapply.

SALARY : R257 508 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Grahamstown High Court

REQUIREMENTS : A National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade twelve (12) and ten (10) years' practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (English, Afrikaans, isiZulu, isiSwati, isiXhosa). A valid driver's license will be an added advantage. Knowledge of any foreign Language will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good Interpersonal Relations. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer Services. Planning and Organising skills. Confidentiality. Analytical thinking. Listening skills. Attributes: Ability to work independently, to be meticulous, to think logically and to practice good time management.

DUTIES : Render interpreting services in criminal court, civil court, labour and quadi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES : Mr S Mponzo Tel No: (043) 726 5217

POST 13/97 : **SENIOR COURT INTERPRETER REF NO: 2021/109/OCJ**

SALARY : R257 508 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division: Pretoria

REQUIREMENTS : A National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade twelve (12) and ten (10) years' practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, isiZulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver's license will be an added advantage. Knowledge of any foreign Language will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good Interpersonal Relations. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer Services. Planning and Organising skills. Confidentiality. Analytical thinking. Listening skills. Attributes: Ability to work independently, to be meticulous, to think logically and to practice good time management.

DUTIES : Render interpreting services in criminal court, civil court, labour and quadi-judicial proceedings. Rendering interpreting services during consultations. Translate legal

documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES : Ms T Mbalekwa Tel No: (011) 355 0404

POST 13/98 : **REGISTRAR REF NO: 2021/107/OCJ**

SALARY : R257 073 per annum (MR3 –MR5) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Northern Cape High Court: Kimberley
: An LLB Degree or a four (4) year Legal qualification. A minimum of 2–years' legal experience obtained after qualification. Superior Court or Litigation experience will be an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines.

DUTIES : Co-ordination of Case Flow Management support process to the Judiciary and prosecution. Manage the issuing of all processes initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, notaries and sworn translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.

ENQUIRIES : Ms S Ruthven Tel No: (053) 807 2733

POST 13/99 : **REGISTRARS' CLERK REF NO: 2021/110/OCJ**

SALARY : R173 703 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Durban High Court
: Grade twelve (12) or equivalent qualification. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office). Excellent communication skills (written and verbal). Good interpersonal and Public Relation skills. Planning, Organizing and Control skills. Customer Service orientated. Ability to work under pressure and to solve problems. Professionalism.

DUTIES : Render general clerical support services. Handle routine enquiries. Type letters, memorandums and /or correspondence. Liaise with internal and external stakeholders in relation to procurement of goods and services relating to facilities. Obtain quotations, complete procurement forms for services relating to facilities. Conduct regular inspection of the facilities. Report defects to DPWI. Oversee work being done by contractors, even outside normal working hours. Oversee cleaning services at the High Court. Update registers and statistics. Keep and maintain the asset register of the component. Record, organise, store, capture and retrieve correspondence and data (line function).

ENQUIRIES : Ms L Marrie Tel No: (031) 372 3164