

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** : **Gauteng Local Division: Johannesburg/ High Court Division: Pretoria:** 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 Krui Street, Johannesburg.
- National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- CLOSING DATE** : 21 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.

OTHER POSTS

- POST 16/06** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 2021/121/OCJ**
- SALARY** : R733 257 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric plus a National Diploma or Degree in Human Resource Management/ Labour Relations Management/ or Law. Applicants are to take note that the Office of the Chief Justice is a highly legalistic working environment. Five (5) years

functional experience doing Employment Relations Management Services at a supervisory level. Valid Drivers' license as the job will entail extensive travelling and the successful incumbent must be willing to work long hours. Knowledge: Superior Courts Act, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council and General Public Service Sectoral Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and organizing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act, Public Service Regulations. SKILLS: Legal Research, Records Management, Problem solving, Negotiation, Presentation, Good Communication skills (oral and written), Planning, Analytical, Report writing, Conflict Management, Computer literacy (Maintenance of a Live Case Law Database)

DUTIES : Conduct and analyze all grievances and complaints received from employees throughout the country and provide trend analysis reports to management. Draft charges and finalize all misconduct cases. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters country wide. Ensure effective management of the ER Information Management Systems and records management system which includes maintaining an efficient and effective rotational case management filing system and weekly updating of a live Labour Relations database. Ensure that all compliance reports are submitted in line with the OCJ Compliance Calendar. Manage, coordinate and monitor the implementation of Employee Relations' policies and procedures; Provide expert employee relations advice. Coordinate the effective Collective Bargaining processes within the Department by ensuring healthy working relationships and engagements with the relevant recognized Trade Unions.

ENQUIRIES : Adv D Holby Tel No: (010) 493 2500/ 2658

POST 16/07 : **CONTRACT LAW RESEARCHER REF NO: 2021/122/OCJ**

SALARY : R376 596 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Labour and Labour Appeals Court: Johannesburg
REQUIREMENTS : An LLB degree or four (4) years' recognized legal qualification. Two (2) years' relevant legal experience. A minimum of three (3) years legal research experience, drivers license is not part of the requirements, completed articles will be an 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). 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 judge's attention. Prepare a comprehensive memorandum on the outcome of the research. proof read all judgement, 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 judges can accept or decline any proposed changes, drafting of speeches, legal articles and conference papers electronic formats on a legal issues, as requested by a judge, read all the relevant materials and analysis it thoroughly, prepare and draft speech, conference paper or article, make all changes and addition if they require some, prepare a PowerPoint where applicable, submit the speeches.

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

- POST 16/08** : **JUDGES SECRETARY (X25 POSTS)**
Three-Year Contract
- SALARY** : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division: Johannesburg Ref No: 2021/123/OCJ (X23 Posts)
Labour and Labour Appeals Court: Johannesburg Ref No: 2021/124/OCJ (X2 Posts)
- REQUIREMENTS** : Grade twelve (12). One (1) to three (3) years' Secretarial experience or as an Office Assistant. A valid driver's license; An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Ms. T Mbalekwa Tel No: (011) 355 0404
- POST 16/09** : **JUDGES SECRETARY REF NO: 2020/125/OCJ (X16 POSTS)**
Three-Year Contract
- SALARY** : R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court Gauteng Division: Pretoria
- REQUIREMENTS** : Grade twelve (12). One (1) to three (3) years' Secretarial experience or as an Office Assistant. A valid driver's license; An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court

and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.

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

POST 16/10 : **PERSONNEL PRACTITIONER REF NO: 2021/126/OCJ**

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

CENTRE : National Office: Midrand

REQUIREMENTS : Matric certificate and three (3) years national diploma/ Degree in Human Resource management/ Public management /Public Administration. Minimum of three (3) years of experience in Human Resource Administration matters. Peral certificate in Leave and Personnel Administration. Knowledge: Knowledge of Human Resource management policies, PSCBC Resolution, Determination of leave of absence in the Public Service, Government Employee Housing Scheme, Government Employee Medical Aid Scheme and application of relevant Legislative framework such as Public Service Act, 1994 as amended, Public Service Regulations 2016, Basic Condition of employment Act 1997, Code of Conduct in the Public Service. Labour Relations Act, Knowledge of Government Employee Pension Fund. Online submission of Pension System and Pension applications. Skills: Practical experience in Peral System and Pension Case Management, skills in Computer literacy. Intermediate level in Excel will be an added advantage. Good planning and Organising skills. Conflict resolution and negotiation skills. Good interpersonal relations. Communication skills. Good interpersonal relations.

DUTIES : General administration of pension matters. On-line approval of Pension Case Management transactions. Processing of appointments, promotions, transfers and service terminations including Occupational Specific Dispensation (OSD) on Peral. Administer employee benefits such as housing allowance, medical and contributions, resettlements and allowances in terms of applicable PSCBC Resolutions. Effective and timeous approval of Peral transactions. Supervise leave and PILIR management in the Department. Administration of HR personnel records (HR Registry). Manage performance and development of supervisees. Participating in compiling of operational plans, Risk management registers and Audit Action plans.

ENQUIRIES : Ms. B Rakgotho/Ms S Tshidino Tel No: (010) 493 2500/ 8774

POST 16/11 : **ADMINISTRATION CLERK: ASSET CONTROLLER REF NO: 2020/127/OCJ**

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

CENTRE : High Court Gauteng Division: Pretoria

REQUIREMENTS : Grade 12. Skills and Competencies, Knowledge of relevant legislation. Financial Management. Excellent communication skills. Computer literacy. Analytical skills. Ability to work under pressure and meet deadlines. Solution Oriented. Service Delivery Innovation (SDI). Client Orientation. Customer Focus.

DUTIES : Facilitate the maintenance of a complete, reliable and accurate asset register for Departmental owned assets. Reconciliation of the general ledger (BAS), the asset registers (JYP) and the financial statements. Maintain a complete and accurate leased asset register. Perform the physical verification of assets as well as the completeness of the asset register. Management of losses as well as the disposal of unserviceable, redundant and obsolete assets.

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