

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** : 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.
Middelburg: Quoting the relevant reference number, direct your application to: The Provincial Head: Private Bag X11249, Nelspruit, 1200. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit. Enquiries: Ms P Khoza (013) 7539337
- CLOSING DATE** : 21 June 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 20/41** : **COURT MANAGER REF NO: 2021/129/OCJ**
- SALARY** : R733 257 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Middelburg High Court
- REQUIREMENTS** : Matric and a three (3) year relevant qualification in Management or Administration. A minimum of six (6) years' relevant experience in supervisory or junior level. A valid driver's license. Technical knowledge and competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain

		Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Behavioural Competencies: Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure.
<u>DUTIES</u>	:	Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated human resource management and development services, overall financial, asset and supply chain management services in the Court. Coordinate and facilitate internal audit and risk management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance Judicial stakeholder relations. Provide effective and efficient management of facilities and security services to the Judiciary.
<u>ENQUIRIES</u>	:	Ms P Khoza Tel No: (013) 7539337
<u>POST 20/42</u>	:	<u>DEPUTY DIRECTOR: EXECUTIVE SUPPORT TO THE CHIEF EXECUTIVE OFFICER (SAJEI) REF NO: 2021/130/OCJ</u>
<u>SALARY</u>	:	R733 257 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Matric and National Diploma/Degree in Social Science or Law, A minimum of three (3) to five (5) years' experience in rendering Executive Support; Experience in a training environment will be an added advantage; A valid driver's license. Behavioural Competencies: Communication skills (verbal and written), Problem analysis and solving; Knowledge Management; People and resource management skills; Ability to network. Technical knowledge and competencies Knowledge of SAJEI Act, Knowledge of online training platforms, Good understanding of departmental prescripts and frameworks (e.g. departmental codes), Batho Pele Principles, Understanding of SA Criminal justice sector especially the Judiciary, Good report writing skill, Advanced Computer Literacy (Excel, Word and PowerPoint)
<u>DUTIES</u>	:	To provide secretariat support to SAJEI Committees and other relevant structure, To manage special projects in the Office of the Chief Executive Officer, To maintain effective SAJEI Stakeholder relations; To monitor budget of the Chief Executive Office and review expenditure reports; To provide executive support to the Chief Executive Officer
<u>ENQUIRIES</u>	:	Ms C Gideon Tel No: (010) 493 2500
<u>POST 20/43</u>	:	<u>DEPUTY DIRECTOR: INFORMATION SECURITY REF NO: 2021/131/OCJ</u>
<u>SALARY</u>	:	R733 257 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Matric and a 3 year National Diploma in IT related or equivalent qualification in Information Security; CISSP or CISM or CASP or SABSA Certificates, 5 years' experience in IT Security and a valid driver's license. Technical knowledge and competencies: IT Security Policy Development and administration, Working knowledge and experience with ISO 27001, other related information security standards and frameworks, Good understanding of IT threats and vulnerabilities, Knowledge of Public Service Regulations, IT Governance, Information Security Governance, Vulnerability Management, Information Security architecture capabilities, Broad IT understanding, Understanding of Information Security Technologies, Understand Risk Management, Information Security related regulations. Behavioural Competencies: listening skills, analytical thinking, forward thinking in driving innovation solution, passionate about technology security, good report writing skills, problem solving skills, communication skills.
<u>DUTIES</u>	:	Operating and monitoring a system for information security management including the development and implementation of the Information Security program, Develop and coordinate the Information Security risk treatment plan, Monitor and review the Information Security management program., Coordinate and manage end-point security, Coordinate and manage network and connectivity security; Protect against malware, Coordinate and manage user identity and logical access;

Coordinate and manage physical access to IT assets; Monitor the IT infrastructure for security related events. Coordinate Disaster Recovery and IT continuity plans; Liaise with external service providers, security experts and advisors; Direct the design of security systems., Champion and educate the organization about the latest security strategies and technologies, Schedule periodic security audits., Quantify the risks of different IT architectures, and then communicate to other executives on how to manage that risk; Overseeing the management of the IT security and risks, giving leadership to the team and developing staff, Act as the IT risk champion; Coordination of technical controls defined within the Information Security Management Framework or program; Develop weekly, monthly and quarterly plans and reports.

- ENQUIRIES** : Ms C Gideon Tel No: (010) 493 2500
- POST 20/44** : **ASSISTANT DIRECTOR: IT SERVICE MANAGEMENT REF NO: 2021/132/OCJ**
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric and a 3-year National Diploma/ Bachelors in ICT or equivalent; qualification; ITIL Foundation Certificate; Advanced Certificate in ITIL will serve as an added advantage; At least 5 years' experience in IT Service Management ;3 years' experience in ICT Service Desk and/ or ICT Incident Management. Technical Knowledge/Competencies: Desktop and Systems support, ICT project management, ICT Change management. Behavioural Competencies: Project Management, Accepting Responsibility, Financial Management, Problem Solving and analysis, Interpersonal Relationship, Innovation/Creativity, Client Orientation and customer focus, Communication, Diversity Management, Quality of work, Job Knowledge, Planning and Execution, Service Delivery Innovation, ITIL, Corporate Governance.
- DUTIES** : Facilitate and coordinate the provision of IT requests and support services, Facilitate the IT incident management processes and monitor progress on assigned incidents, Ensure that SLA targets are met, Ensure user requests are logged, recorded and resolve incidents within the required response and resolution times, Act as a single point of contact for all IT services and requests, Ensure that incidents and problems logged are resolved by team members ,Escalate unresolved problems to subject matter experts and management ,Monitor the call resolutions by the technical team in line with the Service Level Agreement (SLA),Monitor assigned incidents and problems then alert the technical teams to avoid SLA violations, Conduct bi-annual user satisfaction surveys and provide feedback to improve IT services, Develop weekly, monthly and quarterly plans and reports for the IT Service Management Operations.
- ENQUIRIES** : Ms C Gideon Tel No: (010) 493 2500