

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.
- Free State Provincial Service Centre/ Free State High Court/ Bloemfontein Magistrate Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- Gauteng Division:** Johannesburg/ Provincial Service Centre: Gauteng: 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.
- 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.
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.
- Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000. Applications can also be hand delivered to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200
- CLOSING DATE** : 30 July 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 copies of all qualification/s and ID document. Such copies need not to be certified when applying for a post. 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 25/37 : **ASSISTANT DIRECTOR: SECURITY & RISK MANAGEMENT REF NO: 2021/156/OCJ**

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

CENTRE : Free State Provincial Service Centre
REQUIREMENTS : Grade twelve (12) plus a Bachelor's Degree/National Diploma in Security Management and or Risk Management on NQF Level 6. Minimum of three (3) years' experience in 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 control. Manage contracted security service provider and ensure compliance with the service level agreement. Assist in the management of the total security function (personnel, document, physical assets, contingency planning and security planning) of the Free State High Court. Implementation of the OCJ security policy. Evaluation and optimisation 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 : Ms M Luthuli Tel No: (051) 492 4523

POST 25/38 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2021/157/OCJ**

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

CENTRE : North West Provincial Service Centre: Mahikeng
REQUIREMENTS : Grade 12 plus a three-year National Diploma/B Degree in Human Resources/Business Management/Public Administration or equivalent qualification on NQF Level 6. Minimum of three (3) years' working experience in Human Resources administration of which two (2) years' experience must be at supervisory level in HR and related fields. A valid driver's license. Knowledge and understanding of Human Resources Management processes. Must be able to understand and interpret policies. Knowledge of policies/implementation strategies. Extensive knowledge of the Persal system. Knowledge of the relevant HR management legislation directives. Skills and Competencies: Computer literacy (Ms Office with focus on Excel). Good communication skills (written and verbal) General office and project management. Exceptional report writing. Good people management/interpersonal relations. Ability to work under pressure and willingness to work extended hours when required. Attention to detail. Problem solving and maintain discipline.

DUTIES : Manage and coordinate HR administration activities within the Department to contribute to the rendering of a professional Human Resources Management services which is conditions of service (leave, housing, medical aid, injury on duty, terminations, long service recognition, overtime, relocation, pension, allowances etc). HR provisioning (recruitment and selection, appointment transfers, verifications of qualification, secretariat functions at interviews, etc.). Performance Management. Coordination of Labour Relations and Employee

Wellness and Training. Address human resource administration enquiries. Ensure the correct implementation of departmental/public services policies on matters related to human resource management and adherence to the relevant prescripts/legislation. Manage all PERSAL transactions. Prepare and consolidate reports on personnel administration issues. Inform, guide and advise relevant stakeholders on human resource administration matters to enhance the correct implementation of personnel administration practices/policies.

- ENQUIRIES** : Mr OPS Sebatso Tel No: (018) 397 7064/7114
- POST 25/39** : **JUDGE'S SECRETARY (X2 POSTS)**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State High Court Ref No: 2021/159/OCJ
Mpumalanga High Court Division Ref No: 2021/160/OCJ
- REQUIREMENTS** : Grade twelve (12). One (1) to three (3) years' Secretarial 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 organisational 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 formatting) of draft memoranda, decisions, opinions or judgement entries written by, or assigned by the judge. Manage and type correspondence, judgement 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 the order made by the 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 the integrity of such proceedings. Store, keep and file court records safely. Accompany the judge to court. Management of the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Free State - Ms M Luthuli Tel No: (051) 492 4523
Mpumalanga - Mr. M Jele/ Mr. V Maeko Tel No: (013) 758 0000
- POST 25/40** : **SENIOR COURT INTERPRETER REF NO: 2021/161/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division: Johannesburg
- REQUIREMENTS** : Grade twelve (12) plus a National Diploma in Legal Interpreting or equivalent relevant qualification on NQF Level 6. 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 licence will be an added advantage. Knowledge of any foreign Language and Sepulane will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Computer Literacy (MS Word) and research capabilities. 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. 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 quasi-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 25/41** : **SENIOR COURT INTERPRETER REF NO: 2021/162/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Northern Cape High Court, Kimberley
- REQUIREMENTS** : Grade twelve (12) plus a National Diploma in Legal Interpreting or equivalent relevant qualification on NQF Level 6. 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 licence 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. 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 quasi-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 S Ruthven Tel No: (053) 807 2733
- POST 25/42** : **PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER REF NO: 2021/163/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade twelve (12) plus a Secretarial Diploma or equivalent qualification. Minimum of three (3) years' experience in rendering a support service to Senior Managers. A recognized appropriate three-year Diploma in Public Administration or equivalent NQF Level 6 will serve as an added advantage. Knowledge and understanding of the relevant legislation/ policies/ prescripts and procedures governing the Public Service. Basic knowledge on financial administration. Skills and Knowledge: Good communication. Planning and organising skills. Good telephone etiquette. Good people skills. High level of reliability. Be able to pay attention to detail and work within deadlines. Proven Computer Literacy, including MS Word & MS Excel. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.
- DUTIES** : Provide a secretarial/ receptionist support service to the CFO. Render administrative support services. Provides support to CFO regarding meetings. Support the CFO with the administration of the CFO's budget. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Ms B Rakgotho/Ms S Tshidino Tel No: (010) 493 2500
- POST 25/43** : **STATE ACCOUNTANT REF NO: 2021/164/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	Free State High Court
	:	Grade twelve (12) plus a three-year National Diploma/Degree in Finance/Accounting Management /or equivalent qualification on NQF Level 6. Minimum of three (3) years relevant experience. Knowledge of BAS, JYP and PERSAL will be an added advantage. Knowledge of PFMA, PPPFA, Treasury Regulations and Financial Instructions. Skills and Competencies: Analytical and interpretation. Honest and open minded. Presentable/Acceptable. Analytical. Meeting of deadline. Assertiveness. Communication and interpersonal relations.
<u>DUTIES</u>	:	Payments to creditors and suppliers within the prescribed period as per Treasury Regulation. Monthly checking of budget and expenditure reports, compile fund shifts. Checking of procurement documents, processes and compile procurement reports/assistance with asset management processes and verification of assets. Checking of all payment documentation (S&T and overtime included) for compliance of prescripts. Assistance with compilation and submission of monthly reports and registers. Compile journals for correction of misallocations. Assistance with Audit queries and processes. Monitoring, training and motivation of staff.
<u>ENQUIRIES</u>	:	Ms M Luthuli Tel No: (051) 492 4523
<u>POST 25/44</u>	:	<u>REGISTRAR REF NO: 2021/158/OCJ</u>
<u>SALARY</u>	:	R257 073 per annum (MR3 –MR5) (Salary to be determined in accordance with experience as per OSD salary determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division: Johannesburg
	:	Matric plus an LLB Degree or a four (4) year Legal qualification on NQF Level 7. Minimum of two (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. Ability to work independently, to be meticulous, to think logically and to practice good time management.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes. Initiating Court Proceedings. Co-ordinate 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 subordinates. 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. Manage submission of statistics to the Chief Registrar. Attend to taxation including reviews. Process and grant judgements by default. Assist the public with court procedures. Process reviews and appeals (civil and criminal). Attend to and oversee general public queries or correspondence. Attend to judicial support functions. Issue court orders and attend to office management. Prepare and present cases for audit. Manage performance in terms of Annual Performance Plan.
<u>ENQUIRIES</u>	:	Ms T Mbalekwa Tel No: (011) 355 0404
<u>POST 25/45</u>	:	<u>ADMINISTRATION CLERK: LEGAL (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Bloemfontein Magistrate Court, Ref No: 2021/165/OCJ
	:	High Court, Western Cape Division – (Wynberg Magistrate), Ref No: 2021/166/OCJ
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) – two (2) years' experience will serve as an added advantage. Skills and Competencies:

- Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy.
- DUTIES** : Conduct Legal Research for the Regional Court President/Chief Magistrate. Compilation of statistics. Case flow management. Assisting Regional Court Registrar and members of the public. Provide administrative support in general as requested by the Court Manager and Supervisor.
- ENQUIRIES** : Bloemfontein - Ms M Luthuli Tel No: (051) 492 4523
Western Cape - Ms M Baker/ Ms. L Adams Tel No: (021) 469 4000
- POST 25/46** : **ADMINISTRATION CLERK: ASSET CONTROLLER REF NO: 2021/167/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State High Court
- REQUIREMENTS** : Grade 12 or equivalent qualification. Relevant experience in Asset Management and Provisioning Administration/ Supply Chain Management. Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPFA, Supply Chain Management guidelines and other related prescript. Knowledge of the Public Sector procurement process, rules and regulations. A valid driver's license will be an added advantage. Skills and Competencies: Accuracy and attention to detail. Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Good interpersonal and public relations skills. Ability to work under pressure, independently and self-motivated.
- DUTIES** : Keep and update of all records on the asset register. Bar-code all newly acquired assets. Conduct quarterly assets and ensure that assets condition in the register matches the condition of its existence. Identify assets for disposal and facilitate the transfer thereof. Assist with reconciliation of the JYP assets register and BAS. Update records of leases on assets and maintain copies for audit purposes. Follow up on losses reported to Legal Liability and update assets register according to assets status. Facilitate the movements of assets. Update of inventory list and asset register. Compile daily, weekly and monthly statistics. Handle external and internal enquiries. Assist with general office duties.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 492 4523
- POST 25/47** : **ACCOUNTING CLERK REF NO: 2021/168/OCJ**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre: Gauteng
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Skills and Competencies: Computer literacy. Good communication skills (written and verbal). Ability to work with stakeholders in a professional and empathetic manner. Good interpersonal relations. Accuracy and attention to detail. Teamwork. Job Knowledge. Basic Numeracy. Aptitude for figures.
- DUTIES** : Preparing and capturing of sundry and creditor payments. Ensure invoice are paid within 30 days. Administer collection of revenue by issuing, receipts for cash payments. Compile receipt batches and capture them on BAS. Control petty cash. Prepare and process S&T and cellphone claims. Prepare Manual requisition and capture on JYP. Generate BAS reports. Proper filing of physical payments and receipts batches for audit purposes. Maintenance of all registers. Distribute payslips.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 355 0404
- POST 25/48** : **REGISTRAR'S CLERK REF NO: 2021/169/OCJ**
- SALARY** : R173 703.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West High Court
- REQUIREMENTS** : 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. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy

(MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail. Planning, organizing and controlling skills. Customer service skills orientated.

DUTIES

: Render efficient and effective support services to the Court. Issuing of Court process at General Office. Render case management duties. Render counter service duties /functions. Prepare, analyse and submit Court statistics. Maintain and keep all registers for Civil and Criminal matters. Filing and archiving of both Civil and Criminal process. Attending to case management and set down notices. Act as a liaison between Judges and Legal Practitioners. Requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes. Attend to complaints from prisoners and members of the public. Perform administrative duties in respect of mental health, petition, review and appeal matters. Act as a liaison between Registrar and Legal Practitioners. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

ENQUIRIES

: Mr OPS Sebatatso Tel No: (018) 397 7064/ 7114