

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** :
- Port Elizabeth:** 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.
- Thohoyandou/Polokwane:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- Supreme Court of Appeal:** 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.
- North West:** 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** : 16 August 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 be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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 26/85** : **PRINCIPAL COURT INTERPRETER REF NO: 2021/170/OCJ**
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court Thohoyandou
- REQUIREMENTS** : A three (3) year National Diploma/Bachelor's Degree in Legal Interpreting or equivalent relevant qualification. A minimum of five (5) years' practical experience as a Court Interpreter with minimum of (2) years' supervisory experience. A valid driver's licence. Skills and Competencies: Excellent communication skills. Listening skills. Interpersonal skills. Time management skills. Computer literacy. Analytical thinking. Problem solving skills. Planning and organising. Confidentiality. Ability to work under pressure and art of interpreting. Languages Proficiency: English, Tshivenda, Xitsonga, Sepedi. Knowledge of Shona, Isi-Zulu, and Setswana will be added advantage.
- DUTIES** : Render interpreting services in complex and high profile cases, special cases, pre-trial conferences, disciplinary hearings and consultations, translate legal documents and exhibits. Develop terminology. Procure foreign language interpreters and casual interpreters in line with PFMA. Control, supervise and attend to personnel administrative aspects of interpreters. Render supervisory services in the Legal Interpreting and Language environment. Provide mentoring and coaching to Junior/Senior Court interpreters. Manage performance of court interpreters. Leave management for language services at the high court and develop related language glossary.
- ENQUIRIES** : Ms. RF Mathobela/ Ms. EM Ramaphakela Tel No: (015) 495 1758/ 1744
- POST 26/86** : **SENIOR COURT INTERPRETER (X2 POSTS)**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court Thohoyandou Ref No: 2021/171/OCJ
High Court Polokwane Ref No: 2021/172/OCJ
- REQUIREMENTS** : Grade twelve (12) plus a National Diploma in Legal Interpreting or equivalent relevant qualification on NQF Level 6. A minimum of three (3) years practical experience in Court Interpreting or Grade twelve (12) and ten (10) years' practical experience in Court Interpreting. 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. Languages Proficiency: English, Tshivenda, Xitsonga, Sepedi. Knowledge of either Shona, Isi-Zulu, Isi-Ndebele, Afrikaans or Setswana will be added advantage.
- 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. RF Mathobela/ Ms. EM Ramaphakela Tel No: (015) 495 1758/ 1744
- POST 26/87** : **REGISTRAR REF NO: 2021/173/OCJ**
- SALARY** : 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.
- CENTRE** : Supreme Court of Appeal
- REQUIREMENTS** : Matric plus an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. 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. Results driven. Honesty/Trustworthy. Observance of confidentiality.
- DUTIES** : Comply with court rules and all relevant prescripts. Handling taxation as Taxing Master and quasi-judicial functions. Attend/ oversee to general public queries/ correspondences. Attend to judicial support functions. Issue/ sign court orders/ letters to attorneys/ litigants on behalf of the Court. Keep/ check and analyse Court's monthly, quarterly and annual statistics and submission thereof. Facilitate/ monitoring/ evaluation of sub-ordinates. Safekeeping of records. Attend to office management, planning and organization. Manage the staff component and performance assessments. Attend and provision of required relevant documentation for audit purpose. Monitor functionality of court recording system. Notify relevant Managers regarding needs for translation/ transcripts of cases.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 492 4523
- POST 26/88** : **ADMINISTRATION CLERK: LEGAL REF NO: 2021/174/OCJ**
Re-advertisement: Candidates who previously applied are encouraged to re-apply
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : High Court Port Elizabeth (To be stationed at Magistrate office, New Law Courts)
- REQUIREMENTS** : 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** : Ms. N Biko Tel No: (043) 726 8580