

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:



- 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.
- Gauteng 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 Kruis Street, Johannesburg.
- Durban High Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban
- CLOSING DATE** : 29 October 2021
- NOTE** : 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 (Act55) 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. All applications must be in a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za/ www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the old Z83 will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test

relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). 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/>. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

OTHER POSTS

POST 35/50 : **ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENTS, REF NO: 2021/197/OCJ**

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

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 and a three year National Diploma/ Bachelor' degree in Public Management or Administration and related fields, A Postgraduate qualification will be added advantage, Minimum of 3 years' experience in Service Delivery Improvement environment at Supervisory Level, Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service, A valid Driver's License and willingness to travel. Skills and Competencies: Knowledge and understanding of Service Delivery Improvement Programmes. Understanding and knowledge of Batho Pele principles. Financial Management skills. Strategic leadership capability, Communication skills (vebal and written). Computer literacy, Project management skills. People and resource management skills. Research and development expertise. Strategic change and risk management. Presentation and facilitation skills. Ability to network. Influence and impact. Applied strategic thinking. Computer Literacy e.g. Excel, Word and PowerPoint.

DUTIES : Develop, maintain and/or facilitate the successful implementation of OCJ service delivery related policies and/or implementation strategies in line with the Public Service Regulations and the Operations Management Framework; Maintain and/or facilitate the successful implementation of OCJ service delivery charter. Ensure the successful implementation of the Batho Pele (BP) Framework in the OCJ; Develop, maintain and/or facilitate the successful implementation of the OCJ service delivery improvement plan; Develop, maintain and/or facilitate the successful implementation of OCJ Service Standards; and Participate in change management sessions for service delivery improvements programmes.

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

POST 35/51 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING, REF NO: 2021/198/OCJ**

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

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 and a three year National Diploma/ Bachelor' degree Bachelor's degree/National Diploma in Strategic Management and/or Public Administration is required. A post-graduate qualification will be an added advantage. Three years' relevant experience in Strategic Planning and/or Performance Monitoring and Evaluation. Knowledge: Knowledge and understanding of the Public Finance Management Act, Government-wide Monitoring and Evaluation Framework, Treasury Regulations, Framework for Strategic Plan and Annual Performance Plans. Skills: Strategic capability and leadership skills Analytical thinking skills, Problem-solving and decision-making skills, Innovative and creative, People management, development and empowerment skills, Financial management and budgeting skills,

- Communication (verbal and written) skills, Presentation and facilitation skills, Client orientation and customer focus, Results-driven Computer literacy, A valid driver's licence.
- DUTIES** : Facilitate and coordinate the development of the Department's strategic plans and annual performance plans, Ensure alignment between strategic plan, annual performance plan and programme's operational plans, Facilitate approval and tabling of strategic plans and annual performance plans to Parliament within set timeframes, Oversee the implementation of the strategic planning processes and workshops, Advise on the alignment of manager's performance agreements with the strategic plans and annual performance plans, Develop and implement a departmental strategic planning policy.
- ENQUIRIES** : Ms S Tshidino/Ms. B Rakgotho, Tel No: 010) 493 2500
- POST 35/52** : **JUDGES SECRETARY REF NO: 2021/199/OCJ (3 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 REQUIREMENTS** : Gauteng Local Division: Pretoria
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 details. Customer service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and Research capabilities.
- DUTIES** : 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 after hours and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and opinion, decision or judgement entry released, returns case file to the Registrar; Accompany the Judge to the court and circuit courts. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of 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 receptions for the Judge and his visitors and attend to their needs. Management of Judge's library and updating of loose-leaf publications. 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 35/53** : **PRINCIPAL COURT INTERPRETER, REF NO: 2021/200/OCJ**
- SALARY** : R316 791.per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Durban High Court: KZN
Grade 12 and a three-year national Diploma /Degree in Legal Interpreting or equivalent qualification. A minimum of Five years as a Court Interpreter with minimum of two (2) years supervisory experience. Proficiency in English and isiZulu languages, knowledge of additional languages will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal). Good interpersonal Relations, ability to work under pressure and solve problems, customer services, planning and organising skills, Confidentiality and analytical thinking, listening skills.

DUTIES

: Render interpreting services in complex and high profile cases, special cases, and pre-trial conferences. Disciplinary hearings and consultations, translate legal documents and exhibits. Assist with reconstruction of Courts records. Develop terminology, coin words, procure foreign language interpreters and casual interpreters in line with PFM, Render supervisory in legal interpreting and language environment, provide mentoring and coaching to junior/Senior interpreters, manage performance of court interpreters, Leave management for language service at the high Court and develop related language glossary.

ENQUIRIES

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