

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.
Bloemfontein: 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.
Labour and Labour Appeals Court: Johannesburg/Gauteng Division of the High Court: Johannesburg: 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.
- CLOSING DATE** : 26 November 2021
- NOTE** : 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. HR Related Queries: Ms C Gideon Tel No: (010) 493 2500/2528

OTHER POSTS

- POST 40/52** : **DEPUTY DIRECTOR: STATISTICIAN REF NO: 2021/210/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** : Grade 12 and a National Diploma/Degree in BSc/ BCom/ BTech or any equivalent qualifications and majoring in Statistics. Minimum of five (5) years' practical and relevant experience in Statistical Analysis, which include middle management experience. A valid driver's license. Skills and Competencies: Analytical skills. Communication skills (verbal & written). Computer skills (Ms Office, SPSS & SAS Software). Project management. Interpersonal skills. Numerical skills. Ability to work under pressure. Shortlisted candidates will be subjected to a practical assessment in statistical analysis.
- DUTIES** : Design and develop data collection tools. Oversee the end-to-end data collection process. Oversee the data processing, verification and validation process. Establish various channels for the collection of data via the Provincial Centres/ Superior Courts. Collate, analyse and interpret statistics. Produce statistical publications, reports, newsletters and presentations. Develop and maintain databases containing various datasets. Develop sampling and basic sampling statistical methods and also estimation and interpretation of results resulting from the aforementioned. Apply general statistical theory and principle that is descriptive statistics and inferential statistics application. Train and develop data producers on the utilization of information systems/ data collection tools, data analysis and interpretation. Apply standing instructions, policies and procedures/guidelines to generated reports.
- ENQUIRIES** : Mr M Ndlovane Tel No: (010) 493 2565
- POST 40/53** : **DEPUTY DIRECTOR: FACILITY AND AUXILIARY SERVICES REF NO: 2021/211/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** : Grade 12 and a National Diploma/Degree in the Built Environment, Facilities Management, Property/Real Estate Management or relevant equivalent qualification. A minimum of 5 years' experience in Corporate Services environment (Assistant Director equivalent or higher). Technical knowledge/Competencies: Policy and procedure development and alignment. Advanced computer literacy (MS Office Suite). Excellent management and Organisational skills. Self-driven. Professional with proven leadership abilities. Experience and understanding of Supply Chain management and Financial Management processes and procedures. Knowledge of Occupational Health and Safety Act and other Building Regulations; General Built environment including mechanical, electrical and civil, Water Services Act, and National Environmental Management Act (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act,

Supply Chain Management framework, directives and procedures; Government Budget processes and procedures. Experience or knowledge in managing office accommodation relocations. Spatial planning and related facility management services. Experience in managing projects with multiple stakeholders and excellent report writing skills. Experience or understanding in managing fleet assets and related administration of records and postal services. Good knowledge of Public Service legislation, regulations, policies and procedures including legislation pertaining to Public Finance management, Occupational Health and safety and protection of Personnel information. Ability to communicate with various stakeholders at different levels. Excellent business writing skills. Efficient administration skills, ability to understand electronic system relating to Corporate Support. Understanding of procurement processes relating to goods and services relevant to Corporate services. A valid driver's license and willingness to travel to OCJ Service Centres when necessary. Behavioural Competencies: Strategic capabilities and Leadership. Programme and Project management. Financial management. Change management. Knowledge management. Service Delivery Innovation (SDI). Problem solving and Analysis. Client Orientation and Customer Focus.

DUTIES : Manage the effective utilisation and deployment of resources attached to the facilities and auxiliary services and sub directorate. Manage and oversee the provision of an effective Fleet management service to the OCJ. Manage and oversee the provision of infrastructure conducive for OCJ Services Centres. Manage and support the provision of a healthy, safe and risk free work environment at OCJ Service Centres. Coordinate, manage and administer Services at OCJ Service Centres.

ENQUIRIES : Mr N Naidoo Tel No: (010) 493 2549

POST 40/54 : **COURT MANAGER REF NO: 2020/112/OCJ**

SALARY : R733 257 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Labour and Labour Appeals Court: Johannesburg

REQUIREMENTS : Grade 12 and a three (3) years relevant qualification in Public Management or an equivalent qualification. A minimum of six (6) years' relevant experience of which three (3) years' should be at a Supervisory Level or Junior management. 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.

DUTIES : Provide strategic and operational leadership to the Division 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 Division. 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.

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

POST 40/55 : **CHIEF REGISTRAR REF NO: 2021/209/OCJ**
(Re-Advertisement), Candidates who previously applied are encourage to re-apply

SALARY : R473 820 - R1 140 828 per annum (MR6), (Salary will be in accordance with the Occupation Specific Dispensation 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: Bloemfontein

REQUIREMENTS : Grade 12 and an LLB Degree or a four (4) year Legal qualification. A minimum of eight (8) years' post qualification legal experience. Computer literacy. Leadership and Managerial experience. A valid driver's license. Skills and Competencies:

		Excellent communication skills (verbal and written). Numerical skills. Technical Expertise. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics and motivation. Self-management. Professionalism appearance and conduct.
<u>DUTIES</u>	:	Mentor and advice on the tracking and management of the progression of all cases filed in Court. Management of time and events necessary to move cases from initiation through to disposition. Reporting to the Judge President. Make input on amendments of Court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the High Court. Reporting, compile training manuals and provide training to Registrars. Support staff, Stakeholder Management, Human Resources Management, Court and Case-Flow Management/Quasi-Judicial Functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned Customer Service outcomes (i.e. Service levels and Standards) for the Department and monitoring the unit's Service Delivery in order to achieve the service delivery targets. Ensure the highest level of Customer care and Customer satisfaction. Manage PMDS of staff.
<u>ENQUIRIES</u>	:	Ms M Luthuli Tel No: (051) 406 8191
<u>POST 40/56</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT SERVICES REF NO: 2021/213/OCJ</u>
<u>SALARY</u>	:	R376 596 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 and a National Diploma/Degree or an equivalent qualification in Facilities Management, Built Environment, Building/property Project Management. A minimum of three (3) years' relevant years in Facilities Management, Built Environment, Project Management, Building/Property Management. Technical Knowledge and Competencies: Knowledge of Occupational Health and Safety Act and other Building Regulations; General Built environment including mechanical, electrical Water Services Act, and National Environmental Management Act (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act, Supply Chain Management framework, directives and procedures; Government Budget processes and procedures, report writing, project management and implementation, analytical skills, planning. Behavioural competencies: Leadership and decision-making skills, communication skills, punctuality and honesty, team participation.
<u>DUTIES</u>	:	Manage and coordinate with stakeholder's acquisition and maintenance of facilities for OCJ. Manage the day-to-day maintenance function for OCJ service centres, provision and quality assurance of facilities services at OCJ Service Centres. Coordinate and manage the facilities and auxiliary services for the OCJ national Office.
<u>ENQUIRIES</u>	:	Mr N Naidoo Tel No: (010) 493 2549
<u>POST 40/57</u>	:	<u>JUDGES SECRETARY REF NO: 2021/214/OCJ</u> (1-Year Contract)
<u>SALARY</u>	:	R257 508 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of the High Court: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 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) 335 0404