

## 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** : Labour and Labour Appeals Court: Johannesburg: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- CLOSING DATE** : 03 December 2021
- NOTE** : All applications must be in a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za/](http://www.judiciary.org.za/) [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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. **ERRATUM:** Kindly note that the requirements of the post of Court Manager: Labour and Labour Appels Court: Johannesburg, Ref No: 2020/112/OCJ advertised in Public Service Vacancy Circular 40 dated 12 November 2021, has been withdrawn. We apologise for any inconvenience caused.

#### **OTHER POST**

- POST 41/63** : **COURT MANAGER REF NO: 2021/215/OCJ**  
Re-advertisement Candidates who previously applied are encouraged to re-apply
- SALARY** : R744 255 – R876 705 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 Administration 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 licence. 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