

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**

: **Grahamstown:** 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-
Bloemfontein High Court/Supreme Court of Appeal: 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
Gauteng Division: 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.
Mpumalanga High Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, 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

: 29 December 2021

NOTE

: 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: 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.

ERRATUM: Kindly note that the post of Assistant Librarian with Ref No: 2021/217/OCJ advertised on Public Service Vacancy Circular 42 dated 26 November 2021 with a closing date of 10 December has been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 44/40</u>	:	<u>CHIEF REGISTRAR REF NO: 2021/218/OCJ</u>
<u>SALARY</u>	:	R480 927 – R1 157 940 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.
<u>CENTRE REQUIREMENTS</u>	:	Free State Division of the High Court: Bloemfontein 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. Professional 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. 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. Compile training manuals and provide training to registrars and registrars' clerks. 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. Managing 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) 492 4523
<u>POST 44/41</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 2021/219/OCJ</u>
<u>SALARY</u>	:	R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Supreme Court Of Appeal: Bloemfontein Grade 12 plus and appropriate three (3) year Bachelor's Degree /National Diploma qualification at NQF level 6, A minimum of three (3) years' working experience in Corporate Management Environment. Two (2) years' experience at a supervisory level. A valid driver's license Public Driver Permit (PDP) will be an added advantage. Skills and Competencies: Ability to implement the Public Service Regulations, 2016. Excellent managerial and Organisational skills. Innovative and self-driven with proven Leadership skills. Advanced skills in

report writing. Computer literacy (Excel, Word and Power Point). Ability to work under pressure. Excellent Interpersonal skills. Supervisory skills. Good Planning and Organising skills. Problem solving and Analysis. People management and Empowerment. Service delivery innovation. Client orientation and Customer focused. Communication skills. Conflict management. Diversity and Risk management skills.

DUTIES : Management of Logistical/transport Services. Manage and ensure the provision of facilities support. Risk Management aspects. Management of archives for the SCA. Financial and Supply Chain management. Human Resource Management. Auditing processes. Overseeing and assisting the Director with all administrative and technical support duties. Oversee all Auxiliary Services.

ENQUIRIES : Ms M Luthuli Tel No: (051) 492 4523

POST 44/42 : **JUDGE'S SECRETARY (X2 POSTS)**

SALARY : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Free State Division Of The High Court: Bloemfontein Ref No: 2021/220/OCJ
High Court: Grahamstown Ref No: 2021/221/OCJ

REQUIREMENTS : 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/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 detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments 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 the judge. Update files and documents and provide copies of documents to the registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return 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 the 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 refreshments for the judge and his/her visitors and attend to their needs. Management of the 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 : Bloemfontein - Ms M Luthuli Tel No: (051) 492 4523
Grahamstown - Ms N Biko Tel No: (043) 726 8580

POST 44/43 : **REGISTRAR REF NO: 2021/222/OCJ (X2 POSTS)**

SALARY : R260 928 - R926 193 per annum (MR3 –MR5) (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 : Gauteng Division: Johannesburg

REQUIREMENTS : Matric plus an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior court or litigation experience will be an added advantage. A valid driver's license will serve as an 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. Results driven. Honesty/Trustworthy. Observance of confidentiality.

- DUTIES** : Manage the issuing of all processes. Initiating Court Proceedings. Co-ordinate appeals and reviews, Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners. Notaries and Sworn Translators interpreting services. Supervision and management of staff. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality check on Criminal Record books. Provide practical training and assistance to the Registrars' Clerks. Attend to executive 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. Deal with the files in terms of the relevant codes and legislation. Manage submission of statistics to the Chief Registrar. Attend to taxations including reviews. Process and grant judgments by default. Assist the public with court procedures. Process reviews and appeals (civil and criminal). Attend to and oversee general public queries or correspondence. Prepare and present cases for audit. Manage performance in terms of Annual Performance Plan.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404
- POST 44/44** : **ADMINISTRATION CLERK: DCRS REF NO: 2021/223/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division: Johannesburg
Grade twelve (12) or equivalent qualification. Appropriate experience in general administration or court related functions with regard to court recordings and /or case flow management. Knowledge of relevant legislation. Skills and Competencies: Planning and organising skills. Problems solving and analysis skills. Time management. Client oriented and customer focus. Report writing. Communication (written and verbal). Computer literacy (MS Office). Attention to details. Good interpersonal skills. Initiative driven and flexibility.
- DUTIES** : Ensure that the proceedings are recordings are recorded and are audible. Assist the Judges, Advocates, and Court officials by playing back any audio that is required. Maintain are cord of all work recorded. Assist in filling and safekeeping of recorded cases. Ensure that all court recordings are uploaded immediately once the court adjourn. Offer assistance to various division of high Court.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404
- POST 44/45** : **REGISTRAR'S CLERK REF NO: 2021/224/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division: Johannesburg
Grade 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** : Ms T Mbalekwa Tel No: (011) 335 0404
- POST 44/46** : **ADMINISTRATION CLERK: DCRS REF NO: 2021/225/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division: Johannesburg

- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Appropriate experience in general administration or court related functions with regard to court recordings and /or case flow management. Knowledge of relevant legislation. Skills and Competencies: Planning and organising skills. Problems solving and analysis skills. Time management. Client oriented and customer focus. Report writing. Communication (written and verbal). Computer literacy (MS Office). Attention to details. Good interpersonal skills. Initiative driven and flexibility.
- DUTIES** : Ensure that the proceedings are recordings are recorded and are audible. Assist the Judges, Advocates, and Court officials by playing back any audio that is required. Maintain are cord of all work recorded. Assist in filling and safekeeping of recorded cases. Ensure that all court recordings are uploaded immediately once the court adjourn. Offer assistance to various division of high Court.
- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404
- POST 44/47** : **ADMINISTRATION CLERK (LEGAL) REF NO: 2021/226/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga High Court
- REQUIREMENTS** : Grade twelve (12) or equivalent qualification. 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** : Prepare court before court proceedings, Accurate recording of cases in court/ court proceedings on CRT machines. Safekeeping of court documents & CDs. Downloading of court proceedings on CDs. Ensure proper filing is done. Compile statistics daily. Provide administrative support in circuit courts (eg completion of J49 to confirm court attendance of witnesses). Provide any other task allocated by the Supervisor/ Court. Manage Conduct Legal Research for the Regional Court President/Chief Magistrate. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar.
- ENQUIRIES** : Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000