

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 (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.



- 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.
- Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, 1st Floor Office No 118, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000
- Free State:** 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.
- CLOSING DATE** : 28 March 2022
- 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.

ERRATUM: Kindly note that the following post that was advertised in Public Service Vacancy Circular 08 dated 04 March 2022. Judge's Secretary (Labour and Labour Appeals Court: Johannesburg), Ref No: 2022/46/OCJ. The post is a three (3) years' contract. We apologies for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 09/79</u>	:	<u>DIRECTOR: RISK MANAGEMENT REF NO: 2022/53/OCJ</u>
<u>SALARY</u>	:	R1 073 187 – R1 264 176 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Grade 12 and a recognized 3 years' Bachelor degree/advance diploma (NQF level 7) in Risk Management, Auditing, or Commerce. Five (5) years applicable Middle Management working experience in risk management field. Knowledge of the integrity and ethics and or the vetting management. Extensive knowledge of Public Sector regulatory environment and specifically the PFMA, Treasury Regulations, Risk Management Standards and methodologies and the KING IV Report. High-level ability to analyze and synthesize information and formulate policies and strategies. A sound working knowledge of CURA software or equivalent risk management systems. Understanding of the government fraud prevention and anti-corruption regulatory framework and systems. Financial Planning, Budget Management, Project Management, Combined Assurance and Corporate Governance Frameworks i.e. King Reports. Excellent verbal, liaison and writing skills. Ability to work with individuals and teams both at strategic and operational levels. The successful candidate will be required to undergo a security clearance. Skills and Competencies: Analytical skills. Report writing and presentation skills. Interpersonal relations. Planning and organizing. Computer literacy. Communication (written and verbal) skills. Risk Management systems.
<u>DUTIES</u>	:	Align the risk management process to the strategy and business plans of the OCJ to the Public Sector Risk Management Framework and leading best practices. Perform risk assessments, coordinate, monitor, evaluate and report on the risk management activities and ensure compliance with the legislation and OCJ Policies. Manage and execute the Risk Management functions including Integrity and Ethics Management and Vetting activities. Maintain the risk registers, follow up, monitor and report on the implementation of risk mitigation action plans. Develop and implement risk management policies, strategy and implementation plan. Develop and implement fraud prevention and anti-corruption policies, strategy and implementation plan. Develop and implement vetting policies, strategy and implementation plan. Provide strategic risk management leadership, institutionalize and maintain enterprise-wide risk management systems. Assist the Secretary-General in the overall management of the risk management processes in the Department. Develop and coordinate risk management, integrity & ethics and vetting management training and awareness programmes. Compile and present risk management reports and build relationships with internal and external stakeholders. Present risk management, integrity & ethics and vetting management reports to the Audit and Risk Committee, Management Committees and other oversight bodies. Undertake special and adhoc governance, risk and compliance

(GRC) related assignments and perform any other duties that may be requested by Management from time to time.

ENQUIRIES : Technical related enquiries: Mr R Mabunda Tel No: (010) 493 2500/2519
HR related enquiries: Ms L Kwinika Tel No: (010) 493 2500/2578

OTHER POSTS

POST 09/80 : **ASSISTANT DIRECTOR: CONDITIONS & SERVICE BENEFITS REF NO: 2022/54/OCJ**

SALARY : R382 245 – R450 255 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/Degree in Human Resource Management/Public Management/Public Administration or equivalent qualification at NQF6 (360 Credits). A minimum of three (3) years' experience in Condition and Services benefits. A least three (3) years' experience at Supervisory level. A valid driver's license. Persal Certificate in leave and personnel administration. Experience as a Personnel Controller will be an added advantage. Skills and Competencies: Knowledge of Human Resource Management Policies, PSCBC Resolution, Determination of leave of absence in the Public Service, Government Employee Housing Scheme, Government Employee Medical Aid Scheme, and application of relevant Legislative Frame work such as Public Service Act, 1994 as amended, Public Service Regulations 2016, Basic Conditions of employment Act 1997, Code of Conduct in the Public Service, and Labour Relations Act. Knowledge of Government Employee Pension Fund. On-line submission of Pension applications. Ability to interpret Policies. Practical experience in PERSAL System and Pension Case Management. Highly skilled in the MS Office Suite, especially EXCEL. Excellent communication skills (written and verbal). Ability to work under pressure. Analytical, organizing, planning, presentation and stakeholder liaison skills. Conflict resolution and negotiation skills. Good interpersonal relations. Ability to adhere to strict deadlines.

DUTIES : Manage and monitor the implementation of conditions of service and benefits such as leave, resettlement, medical aid, resettlements, long service recognition, acting allowances, injury on duty, housing allowance, overtime, etc. in terms of applicable PSCBC Resolutions. Implement COIDA strategies to enforce compliance with COIDA Legislation. Co-ordinate COIDA forms and liaise with the Department of Labour on COIDA claims. Manage and implement Policy on Incapacity Leave and Ill-Health Retirement (PILIR). Manage the implementation service termination process and exit interviews. Approve transactions on PERSAL according to delegations. Develop, review and implement HR policies, procedures and processes; operational plans, risk management registers and audit action plans. Management of employee performance and development processes and ensure compliance to the PMDS directives. Prepare monthly, quarterly and annual reports, operational plans, risk management registers and Audit Action plans. Management Human resource records and ensure compliance with the records management prescripts. Provide human resource information, knowledge management and provide technical advice to the relevant stakeholders. Manage human resources administration enquiries to ensure the correct implementation of human resource management practices.

ENQUIRIES : Technical related enquiries: Ms L Kwinika Tel No: (010) 493 2500/ 2578/ Mr A Ledwaba Tel No: (010) 493 2573
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 09/81 : **FORENSIC AUDITOR REF NO: 2022/55/OCJ**

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

CENTRE : National Office: Midrand

REQUIREMENTS : Grade twelve (12) plus a three-year Bachelor's Degree or National Diploma in Auditing, Accounting, Law or Police Administration, Criminal or Fraud Investigations or any equivalent qualification at NQF Level 6 (360 Credits). A

minimum of one (1) year relevant experience in Forensic Auditing/Investigation environment. Advanced knowledge of financial investigations and ability to apply knowledge in practical situations. Knowledge of relevant applicable legislation. A valid driver's license. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Planning and organising skills. Interpersonal relations. Analytical skills. Report writing skills.

DUTIES : Provide evidence of fraud risks and contribute to the development of an early warning system. Conduct forensic audit investigations in accordance with the investigation methodology and within the determined time frames. Develop and issue draft reports from the investigations. Represent the Department in the criminal and civil recovery processes. Advise management on areas where inadequate measures exist to mitigate risks. Co-ordinate the forensic audit assignments with other units within the Department.

ENQUIRIES : Technical related enquiries: Mr. R Mabunda Tel No: (010) 493 2500/2519
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 09/82 : **PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE REF NO: 2022/56/OCJ**

SALARY : R261 372 – R307 890 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/Degree in Human Resource Management/Public Management/Public Administration or equivalent qualification at NQF6 (360 Credits). A minimum of three (3) years' experience in Human Resource Administration Matters. Persal Certificate in leave and Personnel Administration. Skills and Competencies: Knowledge of Human Resource Management Policies, PSCBC Resolution, Determination of leave of absence in the Public Service, Government Employee Housing Scheme, Government Employee Medical Aid Scheme, and application of relevant Legislative Framework such as Public Service Act, 1994 as amended, Public Service Regulations 2016, Basic Conditions of Employment Act 1997, Code of Conduct in the Public Service, and Labour Relations Act. Knowledge of Government Employee Pension Fund. On-line submission of Pension applications. Ability to interpret Policies. Practical experience in Persal System and Pension Case Management. Computer Literacy. Intermediate level in Excel will be an added advantage. Good Planning and Organising skills. Conflict resolution and negotiation skills. Good interpersonal relations. Communication skills. Good interpersonal relationships.

DUTIES : General administration of Pension matters. Process admission to Government Employee Pension Fund. Regular updating of Personal particulars of member's. Processing withdrawals from the Pension fund. Processing service terminations on Persal. Administer processing of nomination of beneficiaries. Administer Government Employees Housing scheme in terms of applicable PSCBC Resolutions. Assist in managing of leave in the Department. Administer state subsidized medical contributions. Management of employee performance and development processes and ensure compliance to the PMDS directives. Effective and timely approval of Persal transactions. On-line approval of Pension Case Management transactions. Attend to pension queries. Compiling monthly, quarterly and annual reports. Participating in compiling of operational plans, Risk management registers and Audit Action plans.

ENQUIRIES : Technical related enquiries: Ms L Kwinika Tel No: (010) 493 2500/ 2578/ Mr A Ledwaba Tel No: (010) 493 2573
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 09/83 : **ADMINISTRATION CLERK: ASSET CONTROLLER REF NO: 2022/57/OCJ**

SALARY : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Service Centre: Free State

REQUIREMENTS : Grade 12 or equivalent qualification. Relevant experience in Asset Management and Provisioning Administration/Supply Chain Management. Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain

- Management guidelines and other related prescripts. Knowledge of the Public Sector procurement process, rules and regulations. A valid driver's license will be an added advantage. Skills and Competencies: Accuracy and attention to detail. Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Good interpersonal and public relations skills. Ability to work under pressure, independently and self-motivated.
- DUTIES** : Keep and update all records on the asset register. Barcode all newly acquired assets. Conduct quarterly asset verification and ensure that an asset's condition in the register matches the condition of its existence. Identify assets for disposal and facilitate the disposal/transfer thereof. Assist with the reconciliation of the JYP assets register and BAS. Update records of leases on assets and maintain copies for audit purposes. Follow up on all losses reported and update the assets register according to the asset's status. Facilitate the movements of assets. Update of inventory list asset register. Compile daily, weekly and monthly statistics. Handle external and internal enquiries. Assist with general administration duties.
- ENQUIRIES** : Technical enquiries: Mr. P.J Soke Tel No: (051) 492 4617
HR related queries: Ms M Luthuli Tel No: (051) 492 4523
- POST 09/84** : **TYPIST REF NO: 2022/58/OCJ**
- SALARY** : R147 459 – R173 706 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Durban High Court
Grade 12 or equivalent qualification. Minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem solving skills. Accuracy and attention to details. Ability to work under pressure. Good timekeeping. Telephone etiquette.
- DUTIES** : Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties.
- ENQUIRIES** : Technical enquiries: Mrs T Mahomed-Hanif Tel No: (084) 616 3215
HR related enquiries: Ms L Marrie Tel No: (031) 372 3164
- POST 09/85** : **SECURITY OFFICER REF NO: 2022/59/OCJ**
- SALARY** : R124 434 – R146 577 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Durban High Court
Grade 12 or equivalent qualification. The following will serve as an added advantage: A minimum of one (1) year applicable experience: PSIRA, Grade C Certificate and OHS training. A valid code EB driver's license and Basic Computer Literacy (MS Office). Skills and Competencies: Good communication skills (verbal and written). Problem solving skills. Good interpersonal relations. Ability to serve members of the public, clients and visitors. Planning, organisational and analytical thinking skills. Ability to function and operate in a team.
- DUTIES** : Perform security control room functions. Perform access control functions. Secure and protect Departmental property, documents, assets and stores. Render security and access control services at all security-controlled areas. Implementation of safety regulations and safety protocols. Identify and report security breaches. Perform search, patrol and perimeter security functions. Conduct OHS inspections and submit relevant reports. Perform routine administrative functions as required by the OCJ.
- ENQUIRIES** : Technical enquiries: Ms K Marais Tel No: (084) 240 1987
HR related enquiries: Ms L Marrie Tel No: (031) 372 3164