

## OFFICE OF THE CHIEF JUSTICE

- 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.
- CLOSING DATE** : 04 July 2022
- NOTE** : All applications must be submitted on 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 and should be accompanied by a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. 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 by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders 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. All shortlisted candidates for Senior Management Service (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 committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. 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.

## MANAGEMENT ECHELON

- POST 22/71** : **CHIEF FINANCIAL OFFICER REF NO: 2022/96/OCJ**
- SALARY** : R1 269 951 - R1 518 396 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.
- CENTRE** : National Office: Midrand

<b><u>REQUIREMENTS</u></b>	:	<p>Matric certificate and a three-year Degree in Financial Management or an equivalent qualification at NQF level 7 as recognized by SAQA. A minimum of six (6) years' experience in financial accounting, management accounting/budgeting, supply chain management and asset management of which five (5) years must have been at a Senior Management Level. A valid driving license. Comprehensive knowledge and understanding of the Public Finance Management Act (PFMA) and Generally Recognised Accounting Practice (GRAP) including proven experience in its application. A track record in preparation and management of strategic plans, business plans, budgets and financial reports. Ability to implement internal systems and controls to ensure sound Financial Management as well as the management of resources. Understanding of financial management value chain and its impact on demand management. Knowledge and understanding of the public sector financial management and OCJ's support requirements to the Judiciary as an arm of State. Excellent knowledge and understanding of Transactional and Development Finance, Asset and Liability management as well as Audit and Risk Governance Management. Proven skills in Financial Accounting, Management Accounting and Supply Chain Management within a government institution. Knowledge of government policies and legislation relevant to the post of CFO. Skills and Competencies: Strategic capability and leadership. Financial management (GAAP, GRAP, auditing practices and business planning). Programme and project management. People Management and empowerment. Change management. Service Delivery Innovation. Excellent communication skills (written and verbal) appropriate to operational and executive levels. Excellent planning and organisational skills. Analysis, problem solving and judgment. Decision Making. Managing Complexity. Accountability. Resilience. Customer Service Orientation. Business Performance Management. Organisational Resource Management. Flexibility and ability to work under pressure. Ability to provide leadership to a team of specialised administrators. Innovative and self-driven professional. Excellent interpersonal skills and team player.</p>
<b><u>DUTIES</u></b>	:	<p>Provide strategic leadership and guidance on financial matters relating to the Judiciary and the OCJ. Ensure strategic financial management for the Judiciary and in the OCJ; i.e. Revenue, Expenditure, Assets Management, Liability and Supply Chain Management. Oversee the development of financial models that facilitate the selection of optimised funding options for the institution. Develop and maintain the OCJ's Financial Strategy, Policies, Standards and Procedures. Coordinate Departmental budget processes. Ensure the implementation of Management Accounting processes within the OCJ through the planning, co-ordination, and management of the budget and Medium Term Expenditure Framework budget processes. Management and monitoring of revenue and expenditure and reporting in line with Public Finance Management Act, (PFMA). Ensure compliance with relevant government legislation, regulations, policies, and provisions of the PFMA. Provide timely, accurate and relevant reports to all stakeholders. Be accountable for the OCJ's revenue and banking management. Ensure the rendering of financial accounting services through the monitoring of monthly accounting services and oversee the development and submission of interim and annual financial statements. Management of OCJ's financial systems and administration of salary related matters inclusive of Compensation of Employees. Liaison with key stakeholders such as the National Treasury, Auditor-General of South Africa as well as risk management and audit institutions. Advise the Accounting Officer pertaining to matters that have strategic, financial and revenue implications. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Direct the overall operations and staff of the within the financial management Chief Directorate.</p>
<b><u>ENQUIRIES</u></b>	:	<p>Technical and HR related enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528</p>
<b><u>POST 22/72</u></b>	:	<p><b><u>CHIEF DIRECTOR: JUDICIAL EDUCATION SUPPORT REF NO: 2022/97/OCJ</u></b></p>
<b><u>SALARY</u></b>	:	<p>R1 269 951 - R1 518 396 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.</p>
<b><u>CENTRE</u></b>	:	<p>National Office: Midrand (South African Judicial Education Institute)</p>

<b><u>REQUIREMENTS</u></b>	:	Matric certificate and a Post graduate degree in Law, Management or Education at NQF level 7 as recognized by SAQA. A minimum of five (5) years' senior management working experience. Experience in management, legal practice or academia. Experience in the training environment. A valid driver's licence. Knowledge of SAJEI Act and other relevant legislation. Knowledge of online training platforms. Knowledge of the work of Judicial officers. Knowledge of research methodologies. Ability to liaise with local and international stakeholders. Good understanding of departmental prescripts and frameworks (e.g. departmental codes). Understanding of legislation governing Court procedures, processes and policies. Skills and Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Problem Solving and Analysis. People management and Empowerment. Excellent skills in report writing. Advanced Computer Literacy (Excel, Word and PowerPoint). Ability to operate/interface with technical systems. Interpersonal skills. Organisational skills.
<b><u>DUTIES</u></b>	:	To facilitate the development and implementation of Judicial Annual Training schedules. Lead the implementation of Judicial Annual SAJEI Research Agenda. Manage financial, human and risk management functions. Ensure timeous submission of SAJEI performance information reports. Facilitate the development and implementation of the SAJEI annual performance and operational plans.
<b><u>ENQUIRIES</u></b>	:	Technical and HR related enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528
<b><u>POST 22/73</u></b>	:	<b><u>CHIEF DIRECTOR: COURT AND CASE FLOW MANAGEMENT (SUPERIOR COURTS) REF NO: 2022/98/OCJ</u></b>
<b><u>SALARY</u></b>	:	R1 269 951 - R1 518 396.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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand Matric certificate and an LLB degree or equivalent qualification at NQF level 7 as recognized by SAQA. An additional qualification in Business/Public Administration will be an added advantage. A minimum of five (5) years' experience at senior management level (management of core business operations and corporate services of an organisation). Experience in the management of the South African justice system (knowledge of the judicial functions of the courts will be an added advantage). Advanced knowledge and experience in stakeholder management practices. Proven ability to draft and quality control highly complex legal/policy and briefing documents. Experience in policy development and legal research. Knowledge of the Public Finance Management Act, 1999 and the Public Service governance frameworks. Advanced application of MS Office. Ability and willingness to travel and work long hours. Valid driving license. Skills and Competencies: Strategic leadership capability. Change management. Performance management. Programme and Project Management. Knowledge Management and Communication. Service Delivery Innovation. Problem solving and analytical thinking. People development and empowerment. Client Orientation and Customer Focus. Excellent communication skills both verbal and writing. Financial management. Self-driven, creative and display of initiative. Ability to meet strict deadlines and to work under pressure. A keen sense for attention to detail. Organisational ability and analytical acumen.
<b><u>DUTIES</u></b>	:	Provide strategic and operational leadership to the administrative functioning of the Superior Courts. Manage the effective implementation of the Superior Courts Act, 2013, in respect of court services, including support to the Judges President/Heads of Court to execute their legal mandate. Manage the provision of administrative support services for the Superior Courts. Oversee the delivery of support functions provided by the OCJ Provincial Service Centres including the supervision of Directors of Court Operations. Manage the provision of case flow management services for the Superior Courts. Develop, implement and maintain framework and systems to monitor the performance of the Superior Courts. Provide advice and manage the shared services due to the transfer of Superior Courts functions from the Department of Justice & Constitutional Development to the Office of the Chief Justice. Manage the development of court modernisation initiatives aimed at enhancing efficiency in the Superior Courts. Enhance administration and the information management capabilities

for the entire court system. Manage and direct the development and implementation of administrative norms, standards, policies and strategies. Provide effective planning, financial-, administrative-, human and physical resources management. Facilitate the development, implementation and review of judicial norms and standards for all courts. Provide technical support to facilitate the implementation of interventions/measures to improve the efficiency of the courts.

**ENQUIRIES** : Technical and HR Related enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528

**POST 22/74** : **DIRECTOR: CASE MANAGEMENT REF NO: 2022/99/OCJ**

**SALARY** : 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.

**CENTRE REQUIREMENTS** : National Office: Midrand  
: Matric certificate and an undergraduate qualification in Law, Administration or an equivalent qualification at NQF level 7 as recognized by SAQA. A minimum of five (5) years' experience at middle/senior management level. A valid driver's licence. Legal experience or experience in a court environment will be an added advantage. Knowledge of court processes and legal documentations. Knowledge of all relevant government prescripts, including Treasury regulations and instructions. Skills and Competencies: Strategic capabilities and leadership. Performance management. Project management. People management and empowerment. Change management. Knowledge Management. Service Delivery Innovation (SDI). Problem solving and analysis. Client Orientation and Customer Focus. Computer Literacy. Ability to operate/interface with technical systems. Interpersonal skills. Organisational skills. Excellent communication skills. Ability to work under pressure.

**DUTIES** : Manage the development of policy, interventions and programmes to support the case flow management system. Facilitate the provision of frameworks, guidelines and policies to enhance Judicial Case Flow Management. Manage the collection of Case Flow Management information and statistics. Develop, manage, and maintain Case Flow Management tools/systems. Provide support to the case flow management forums/structures facilitated by the Lower Court Judiciary. Develop an integrated Case Flow Management National Database. Coordination of Library Services and facilitate the development of library management systems. Manage the Law Reporting Project. Manage utilization of resources in the Directorate.

**ENQUIRIES** : Technical and Hr related enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528