

OFFICE OF THE CHIEF JUSTICE

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:

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.
- Thohoyandou:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000
- Gauteng:** 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
- 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.
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng

CLOSING DATE
NOTE

- : 22 July 2022
- : All applications must be submitted on 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 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.

OTHER POSTS

- POST 25/87** : **DEPUTY DIRECTOR: FINANCE REF NO: 2022/100/OCJ**
- SALARY** : R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Provincial Service Centre
- REQUIREMENTS** :
 Matric certificate and a three-year National Diploma in Public Finance, Accounting, Auditing or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A Minimum of five (5) years' experience in Finance and Supply Chain Management environment of which three (3) years should be at supervisory level. Skills and Competencies: Knowledge of assets management, financial management and accounting. Knowledge of financial and operational prescripts that governs the department and public sector. Knowledge of GRAP/GAAP, Financial management and Accounting. Sound track record in Financial Accounting in the Public Service or entities. Knowledge of Public Finance Management ACT (PFMA) and national Treasury Regulations. Knowledge of financial and operational prescripts that governs the Department and Public Sector. Knowledge of transversal systems used in the Department e.g BAS, PERSAL and JYP. Knowledge of budgeting of Vote Account. Must have budgeting knowledge and skills. Must have payroll and basic conditions of service knowledge. A valid driver's licence. Skills and Competencies: Communication Skills (written and verbal) or problem solving and decision making skills, Ability to work under pressure and meet deadlines. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Numerical, analytical, reporting and financial skills. Assertiveness, accuracy and attention to detail.
- DUTIES** : Advise and assist the Director Court Operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the Public Finance Management Act, (PFMA) and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts norms and standards. Manage, monitor and implement financial systems and accounts control. Facilitate internal and external audits. Manage bookkeeping and financial quality control services. Establish and maintain effective, efficient and transparent system and internal control. Determine the long-term direction of court finance services and relate these to present future strategic goals. Manage and direct the Finance Directorates staff and budgets. Manage all supply chain management for the province. Ensure compliance with all applicable asset management policies and procedures.
- ENQUIRIES** : Technical Related Enquiries: Ms Z Sondlo Tel No: (010) 494 8533
 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

POST 25/88 : **LAW RESEARCHER REF NO: 2022/101/OCJ**
(3 Year Contract)

SALARY : R382 245 – R461 7450 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Supreme Court Of Appeal: Bloemfontein

REQUIREMENTS : Matric certificate and an LLB degree or four (4) years' recognized legal qualification as recognized by SAQA. A minimum of two (2) years' relevant legal experience. A minimum of three (3) years' legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and Competencies: Understanding of the Constitution and relevant legislation. Computer skills (MS Office). Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat). Organising skills. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Ability to work under pressure. Time management skills. Ability to work independently.

DUTIES : Conduct legal research as required by the judges and other personnel of the court. Perform proof-reading functions. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Checking judgements for style and accuracy in citations. Perform quasi-judicial functions. Attend to additional duties as assigned.

ENQUIRIES : Technical enquiries: Mr SP Mathibeli Tel No: (051) 492 4563
HR related enquiries: Ms M Luthuli Tel No: (051) 492 4523

POST 25/89 : **ASSISTANT DIRECTOR: ICT SYSTEMS ANALYST REF NO: 2022/102/OCJ**

SALARY : R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Matric certificate and a three year National Diploma/Degree in Information Systems/Technology/Computer Science or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of three (3) years' experience in Systems Analysis. A minimum of three (3) years' experience in Software Applications support. A valid driver's license. Skills and Competencies: Design, build, test, execute system development projects. Development of technical specifications. Maintain and support existing systems. Develop and maintain new IT systems. Management of the departmental Web systems/Portals. Extensive knowledge of Website development, support and management. Technical knowledge and skills of at least five (5) of these technology: HTML; Joomla; WordPress; CSS; JavaScript, Adobe Program Suite or related. Skills and Competencies: Ability to adapt to various technologies. Ability to relate business processes to systems and subsystems that support them. Ability to apply creative thinking in the design of methods for processing information with information technology systems. Understand IT Strategy, Governance, Knowledge Management and IT Governance. Ability to analyse information and situations, identify and solve problems, reason logically, and draw valid conclusions. Ability to work under pressure. Willingness to work long hours. Effective communications skills (written and verbal). Good interpersonal skills.

DUTIES : Develop and maintain new IT systems and support existing systems. Develop requirements functional / system specifications. Carry out investigations and analysis to gain full knowledge of business processes and practices of an organization. Ensure operation by training client personnel and provide support. Conduct system test plans to ensure the quality, performance and integrity of a system. Ensure the effective management of the departmental web systems/portals, i.e. SharePoint Portal and the OCJ Intranet. Develop, maintain, and update the departmental Websites and web pages following an outlined project plan, and follow best practices and standards for coding.

ENQUIRIES : Technical enquiries: Mr T Ramatlapeng Tel No: (010) 493 8754
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2528

- POST 25/90** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2022/103/OCJ**
- SALARY** : R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric certificate and a three year National Diploma/Degree in Internal Auditing or relevant qualification majoring in Auditing at NQF level 6 (360 credits) as recognized by SAQA. A minimum of three (3) years' experience in internal auditing of which one (1) to two (2) years at a supervisory level. Valid driver's licence. Registered member with Institute of Internal Auditors (IIA SA). Internal Audit Technician (IAT) will be an added advantage. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, and Public Service Act. In-depth knowledge of International Standards for Professional Practice of Internal Auditors (ISPPIA). Knowledge of financial and operational prescripts that governs the Department and Public Sector. Skills and Competencies: Computer literacy. Effective communication skills (verbal and written). Supervisor skills. Problem solving skills. Good interpersonal skills. Time management skills. Report writing skills. Ability to work under pressure and within a team.
- DUTIES** : Participate in the development of strategic internal audit plans, methodologies, policies and procedures. Assist in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Review, collate information and compile reports for Senior Management, Audit, and Risk Committee (ARC). Conduct audit projects in accordance with the audit methodology. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Keep up to date with new developments in the internal audit environment. Supervise employees to ensure an effective internal audit service.
- ENQUIRIES** : Technical Enquiries: Ms K Ditsoane Tel No: (010) 493 2500/2515
HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2528
- POST 25/91** : **STATISTICAL OFFICER REF NO: 2022/104/OCJ**
- SALARY** : R321 543 - R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division Pretoria
- REQUIREMENTS** : Matric certificate or and a three year National Diploma or Degree in Statistics or equivalent qualification. A minimum of two (2) years' experience in statistical environment (court environment will be an added advantage. A valid driver's licence. Skills and Competencies: Knowledge of relevant policies and strategies. Statistical analysis and reporting. Analytical skills. Communication skills. Problem solving and motivational skill. Presentation/facilitation skills. Computer literacy (MS Office). Sound interpersonal skills. Ability to maintain professionalism at all times. Attention to detail and ability to work under pressure. Self-motivated. Patience and self-control.
- DUTIES** : Administer data collection instruments and survey within the respective Superior Court Division. Establish channels for the collection of data within the respective Superior Court Division, collate, analyse and interpret statistics and make presentations on the findings within the respective Superior Court division. Produce 1st line report, statistical publications and newsletters. Reporting monthly statistics for the Superior Court Division. Verification of the performance information that is reported monthly, quarterly and annually, quarterly and annual reporting for the statistician's office. Verification of the performance information for the Quasi-Judicial performance information, the Judicial performance information and PEEC reports. Develop and maintain database containing various datasets for the Respective Superior Court Division. Apply sampling and basic sampling statistical methods and also estimation and interpretation of results within the respective Superior Court Division. Attend to AG's queries. Supervise the statistician officer.

- Train employees/ project members within the respective Superior Court Division on utilization of information.
- ENQUIRIES** : Technical enquiries: Ms D Makgaka Tel No: (010) 494 8459
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 25/92** : **PERSONNEL PRACTITIONER: HR PLANNING AND OD REF NO: 2022/106/OCJ**
- SALARY** : R261 372 – R307 890.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric certificate and a three (3) years' National Diploma/Degree in Human Resource Management, Management Services, Operation Management or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' experience in aspects of HR planning, OD and willingness to travel. Skills and Competencies: Knowledge and experience in the application of the provisions of the relevant legislation in the Public Service. Management services techniques. Policy analysis and interpretation. Computer Literacy in MS programmes, Org plus, Viso and Evaluate system. Project management. Service Delivery innovation. Problem Solving and Analysis. People management and empowerment. Client orientation and customer focus. Communication. Initiative and innovative driven. Report writing skills. Presentation skills. Ability to work independently and in a team. Self-management and the ability to communicate professionally. Hard working: Proactive and creative. Ability to work under pressure. Attentive to detail.
- DUTIES** : Assist in reviewing, developing and implementing MTEF HR Planning. Ensure effective functioning of HRP Committee. Develop workforce planning strategies. Assist in coordinating and facilitating Employment Equity Plans and issues: Monitor and evaluate the Human resource plans Assist in the evaluation of Jobs as and when necessary Provide assistance on organizational development processes and procedure. Render organization development administrative duties.
- ENQUIRIES** : Technical enquiries: Mr W Mekoa Tel No: (010) 493 2526
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
- POST 25/93** : **PERSONNEL PRACTITIONER: HR PLANNING AND OD REF NO: 2022/106/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: National Diploma/Degree in Management Services, Operation Management, Work study, Human Resource Management or appropriate qualification. Minimum of 2-3 years' experience in aspects of Organization Design and Work-study. A valid driver's license. Willing to travel. Skills and Competencies: Knowledge and experience in the application of the provisions of the relevant legislation in the Public Service. Management services techniques. Policy analysis and interpretation. Computer Literacy in MS programmes, Org plus, Viso and Evaluate system. Project management. Performance management. Project management. Service Delivery innovation. Problem Solving and Analysis. People management and empowerment. Client orientation and customer focus communication. Positive and innovative. Interviewing skills. Report writing skills. Presentation skills. Ability to work independently and in a team. Confidence and the ability to communicate at higher levels, professional. Hard working: Proactive and creative. Ability to work under pressure.
- DUTIES** : Conduct work study investigation to provide advisory services. Conduct Job evaluation exercises. Develop and review job descriptions. Provide guidance on organization design process and procedure. Render organization development administrative duties.
- ENQUIRIES** : Technical enquiries: Mr W Mekoa Tel No: (010) 493 2500
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533

- POST 25/94** : **HUMAN RESOURCE PRACTITIONER: HRD&PMDS REF NO: 2022/107/OCJ**
- SALARY** : R261 372 – R307 890.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric certificate and a three (3) years' National Diploma in Human Resource Management or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' experience in Human Resource Development environment. Skills and Competencies: Good communication. Knowledge and techniques for planning and execution of projects. Problem solving and analysis. Accountability. Be able to pay attention to detail and work within deadlines. Proven Computer Literacy, including MS Word & MS Excel. Knowledge of HRD legislation and policies, knowledge and understanding the concepts of HRD and PMDS. Report writing and data analysis skills. Ability to adapt to change. Ability to interpret Policies and Legislations. Client and customer orientated. Ethical conduct. Ability to analyse information, identify and solve problems, reason logically. Ability to work under pressure. Good interpersonal skills.
- DUTIES** : Implement and coordinate Human Resource Development Skills programme. Facilitate training and development logistics. Manage internal bursaries processes and administration. Facilitate and Develop the Departmental Induction and Compulsory Induction Programme Plan. Facilitate, Administer and Monitor the Internship programme. Conduct PMDS awareness sessions.
- ENQUIRIES** : Technical enquiries: Ms T Tshoke Tel No: (010) 493 2529
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
- POST 25/95** : **POOL JUDGE'S SECRETARY REF NO: 2022/108/OCJ**
(One-Year Contract)
- SALARY** : R261 372 – R307 890 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division Of The High Court: Pretoria
- REQUIREMENTS** : Matric certificate or equivalent qualification. 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** : Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda decisions, opinions or judgment entries written by, or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including dictaphone typing). Arrange and diarise appointments, meetings and official visits. Make travel and accommodation arrangements. Store, keep and safeguard all case files and update the case files with the 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 cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge 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. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Technical related enquiries: Ms M Campbell Tel No: (012) 492 6799

HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

- POST 25/96** : **JUDGE'S SECRETARY REF NO: 2022/109/OCJ (X2 POSTS)**
(Three-Year Contract)
- SALARY** : R261 372 – R307 890 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court of Appeal: Bloemfontein
- REQUIREMENTS** : Grade 12. One to three years' secretarial/office assistant experience. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law degree will serve as an added advantage (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 organisational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills. Excellent typing skills. Computer literacy (MS Office). Research capabilities. Confidentiality and time management.
- DUTIES** : Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda decisions, opinions or judgment entries written by, or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including dictaphone typing). Arrange and diarise appointments, meetings and official visits. Make travel and accommodation arrangements. Store, keep and safeguard all case files and update the case files with the 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 cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge 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. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Technical related enquiries: Ms C.A Martin Tel No: (051) 412 7400
HR related enquiries: Ms M.A Luthuli Tel No: (051) 492 4523
- POST 25/97** : **PERSONAL ASSISTANT TO CHIEF DIRECTOR: INFORMATION COMMUNICATIONS TECHNOLOGY REF NO: 2022/110/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric certificate and a Secretarial Diploma or equivalent qualification. A minimum of three (3) years' experience in rendering a support service to Senior Management. Language skills and ability to communicate well with people at different levels and from different backgrounds. Advanced application of MS Office Applications. A valid driver's license. Skills and Competencies: Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-management and motivation. Knowledge on the relevant legislation/ policies, prescripts and procedures. Basic knowledge on financial administration. Listening Skills. Analytical thinking. Good report writing skills. Problem solving and Communication skills.
- DUTIES** : Manage the office of the Chief Director including diary coordination. Secretarial support and document management. Provide technical support to the Chief Director in his/her capacity as Budget, Programme Manager of the Unit. Provide secretariat support to the management structures. Supervise and coordinate shared secretarial support services provided to senior managers in the Unit. Coordinate corporate support service activities for the Unit. Manage and

appropriately direct all incoming correspondence for the Unit and handle on behalf of the Chief Director.

ENQUIRIES : Technical enquiries: Mr T Ramatlapeng Tel No: (010) 493 8754
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2528

POST 25/98 : **INTERNAL AUDITOR REF NO: 2022/111/OCJ**

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

CENTRE : National Office: Midrand

REQUIREMENTS : Matric certificate and a three (3) year National Diploma/ B Degree majoring in Internal Auditing/Auditing and Accounting or relevant qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of one (1) year experience in Internal Auditing (includes. Internship/ learnership). A valid driver's licence will be an added advantage. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations and Public Service Act. In-depth knowledge of International Standards for Professional Practice of Internal Auditors (ISPPA). Knowledge of financial and operational prescripts that governs the Department and Public Sector. Skills and Competencies: Computer literacy. Effective communication skills (verbal and written). Good interpersonal skills. Time management. Ability to work under pressure and within a team.

DUTIES Participate in the development of strategic internal audit plans, methodologies, policies and procedures. Assist in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Collect Information and participate in the compilation of reports to the Management, Accounting Officer and Audit Committee. Keep up to date with new developments in the internal audit environment. Execution of audit assignments to ensure an effective internal audit service.

ENQUIRIES : Technical enquiries: Ms K Ditsoane Tel No: (010) 493 2500/2515
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2528

POST 25/99 : **REGISTRAR REF NO: 2022/112/OCJ**

SALARY : R260 928 - R926 193 per annum MR3 to MR5, (OSD), (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 : High Court: Thohoyandou

REQUIREMENTS : Matric certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. 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 : Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes. Initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute 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 room. Deal with the files in terms of the relevant codes and Legislation

ENQUIRIES : Technical enquiries: Ms MMG Phaswane Tel No: (015) 495 1812

HR related enquiries: Ms R.F Mathobela/ Ms E.M Ramaphakela Tel No: (015) 495 1758/44

POST 25/100 : **ADMINISTRATION CLERK: JUDICIAL EDUCATION SUPPORT (SAJEI) REF NO: 2022/113/OCJ**

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

CENTRE : National Office: Midrand (SajeI)
REQUIREMENTS : Matric certificate. Relevant administrative experience. Computer literacy.
DUTIES : General clerical duties. Provide supply chain clerical support services. Manage stationery. Maintain an efficient filing system. Delivering and tracking of correspondence. Ushering of guests. Preparation for meetings. Follow up on tasks. Perform any other support duty as may be required by SAJEI management.

ENQUIRIES : Technical enquiries: Ms M Mokgetle Tel No: (010) 493 2500
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2528

POST 25/101 : **ADMINISTRATION CLERK: DCRS REF NO: 2022/114/OCJ**

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

CENTRE : High Court: Pietermaritzburg
REQUIREMENTS : Matric certificate or equivalent qualification. Zero (0) – two (2) years relevant experience. Appropriate experience in general, administration or court related functions with regard to court recordings and /or case, flow management. A valid driver's license will be an added advantage. Understanding of confidentiality in Government Knowledge of relevant legislation. OCJ Adverts. Skills and Competencies: Communication (written and verbal) and public relations skills. Computer literacy (MS Office). Good interpersonal. Good problem solving skills. Accuracy and attention to detail. Ability to work under pressure and solve problems. Customer service skills. Document management and operational knowledge of operating a DCRS/CRT machine.

DUTIES : Prepare court before court proceedings. Perform digital recording of court proceedings and ensure integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, Finance and Supply Chain. Facilities of the court as required by the Judiciary, Court Manager and /or Supervisor.

ENQUIRIES : Technical enquiries: Ms S Govender/Ms R Mahabeer Tel No: (033) 345 8211
HR related enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206