

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.
- 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
- CLOSING DATE** : 29 July 2022
- NOTE** : 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.
- ERRATUM:** Kindly note that the two (2) posts of Personnel Practitioner: HR Planning and OD, with Ref No: 2022/106/OCJ advertised in Public Service Vacancy Circular 25 dated 08 July 2022, with the closing date of 22 July 2022, have been withdrawn. We apologise for any inconvenience caused.

OTHER POSTS

- POST 26/68** : **DEPUTY DIRECTOR: ICT SECURITY SPECIALIST REF NO: 2022/115/OCJ**
- SALARY** : R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand

<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma in Computer Engineering, Information Technology or equivalent qualification at NQF Level 6 (360 Credits). A minimum of five (5) years' ICT Infrastructure Support Management environment, with three (3) years' experience in ICT Security Operations specifically Firewall and Identity Management. Valid Firewall or Cybersecurity Technical certificate. Valid MCSA: Windows 2012 or 2016 certificate will be an added advantage. Valid CISM certificate or equivalent will be an added advantage. A valid driver's licence. Skills and Competencies: Experience with Windows Server 2012 & 2016 environment. Experience with Microsoft Exchange 2013 and 2016 environment. Experience with DNS, DHCP, SQL, and WSUS. Experience with anti-virus and malware protection solutions. Experience with firewall management specifically Fortinet firewalls. Experience in network and systems administration. A strong focus on service delivery with a desire to innovate, improve process, support others and share ideas. Excellent interpersonal relations. Effective communications skills (written and verbal). Attention to details imperative. Excellent Problem Solving skills. Ability to multi-task is essential. Time management and ability to work under pressure. Ability to adapt to change. Take accountability and ownership
<u>DUTIES</u>	:	Installation, configuration and maintenance of the OCJ's Enterprise Security Systems and Solutions. Implementation and management of the security in all OCJ's externally facing applications. Implementation and maintenance of the security solutions for vulnerability audits and assessment. Establishment of an enterprise security stance through policy, architecture and training processes. Establishment and management of enterprise identity governance and access management solutions for the OCJ. Provide supervisory to internal and external ICT security management team.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr T Ramatlapeng Tel No: (010) 493 8754 HR Related Enquiries: Ms C Gideon Tel No: (010) 493 2500/2528
<u>POST 26/69</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2022/117/OCJ</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Bachelor Degree in Labour Relations/Human Resource Management specializing in Labour Relations/Employment Relations at NQF level 6 (360 credits) as recognized by SAQA.. A minimum of two (2) years' experience in Employee Relations. Valid driver's license Skills and Competencies: Communication skills (written and verbal). Knowledge of Public Services Legislation, Prescripts and Regulations. Labour Relations Act; Employment Equity Act; Basic conditions of Employment Act. Ability to work under pressure and willingness to travel.
<u>DUTIES</u>	:	Assist in the management of disputes in the Department. Represent the Department at conciliations and arbitrations. Handle disciplinary and grievance processes to ensure sound employee relations. Maintain case management database for Employee Relations. Handle Employee Relations enquiries and advocacy sessions. Render Labour Relations advisory services to both management and employees. Prepare mandatory labour relations reports to internal and external stakeholders. Facilitate Departmental Bargaining Chamber activities. Provide administrative duties to the Unit.
<u>ENQUIRIES</u>	:	Technical Mr S Phaladi Tel No: (010) 493 2658 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
<u>POST 26/70</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2022/117/OCJ</u>
<u>SALARY</u>	:	R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Bachelor Degree in Labour Relations/Human Resource Management specializing in Labour Relations/Employment Relations at NQF level 6 (360 credits) as recognized by SAQA. Valid driver's license. A minimum of two (2) years' experience in Employee Relations. Knowledge of Public Services Legislation, Prescripts and Regulations. Employment Equity Act. Basic conditions of Employment Act. Constitution Act 108 of 1996.Willingness to travel.
<u>DUTIES</u>	:	Handle dispute resolution management in the Department. Represent the Employer at conciliation and arbitration. Handle disciplinary and grievance process to ensure sound employee relations. Develop case management database for Employee Relations. Handle Employee Relations enquiries and advocacy sessions. Rendering Labour Relations advisory services to both management and employees. Report on mandatory

- Labour Relations matters. Facilitate Departmental Bargaining Chamber activities including collective bargaining resolutions.
- ENQUIRIES** : Technical related enquiries: Mr S Phaladi Tel No: (010) 493 2658
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
- POST 26/71** : **PERSONNEL PRACTITIONER: HR PLANNING AND OD REF NO: 2022/118/OCJ**
Re-advertisement: Candidates who previously applied are encouraged to re- apply
- 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-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 Meko Tel No: (010) 493 2526
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
- POST 26/72** : **REGISTRAR REF NO: 2022/119/OCJ**
- SALARY** : R260 928 - R926 193.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 REQUIREMENTS** : Gauteng Local Division Of The High Court: Johannesburg
Matric certificate and 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 licence. 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. Results driven. Honesty/Trustworthy. Observance of confidentiality. Ability to work under pressure and meeting of deadlines.
- DUTIES** : Co-ordination of Case Flow Management and support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate appeals and reviews. Quality check Criminal Record books. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of subordinates. Process unopposed divorces and the facilitation of Pre-Trial conferences. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Provide practical training and assistance to the Registrars' Clerks. 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. Manage submission of statistics to the Chief Registrar. Attend to taxations including reviews. Process and grant judgements by default. Assist the public with court procedures. Process reviews and appeals (civil and criminal). Attend to and oversee general public queries or correspondence. Attend judicial support functions. Issue court orders and attend to office management. Prepare and present cases for audit. Manage performance in terms of Annual Performance Plan.
- ENQUIRIES** : Technical related enquiries: Ms R Bramdaw Tel No: (011) 335 0145
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515