

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
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town
- CLOSING DATE** : 08 August 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 ONLY; 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 Senior Personnel Practitioner: Labour Relations, Ref No: 2022/117/OCJ advertised in Public Service Vacancy Circular 26 dated 15 July 2022, with a closing date of 29 July 2022, has been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

POST 27/80 : **SENIOR STATE LAW ADVISOR (LP-9) (SECRETARY OF THE JUDICIAL SERVICE COMMISSION) REF NO: 2022/120/OCJ**

SALARY : R997 764 - R1 559 616 per annum (LP-9) (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 : National Office: Midrand
: Matric certificate and an LLB Degree or a four (4) year Legal qualification at NQF level 7 as recognized by SAQA. A minimum of eight (8) years' appropriate post qualification litigation and advisory and drafting experience. Admittance as an Attorney or Advocate. Applicants must understand the public service prescripts/laws and its application. Knowledge of the Justice System. Experience in Constitutional Law and Administrative Law. A valid driver's license. Skills and Competencies: Litigation. Legal Research and legislative drafting. Advocacy. Problem solving and decision-making skills. Excellent communication skills written and verbal. Computer literacy. Interpretation and presentation skills. Ability to work independently and under pressure. Planning and organizing skills. Analytical legal thinking.

DUTIES : Provide secretariat and administrative support to the Judicial Service Commission (JSC), Judicial Conduct Committee (JCC) and the Judicial Conduct Tribunals. Facilitate appointment processes for Judges of the Superior Courts. Efficient arrangement of the JSC sittings. Prepare documentation outlining the recommendations of the JSC for the consideration of the Chief Justice for presentation to the President. Prepare memoranda to members of the Judicial Conduct Committee. Implement the decisions of the JSC and JCC. Ensure that Judicial Conduct Tribunals are established in line with the JSC Act. Prepare Terms of Reference for all Judicial Conduct Tribunals. Develop quarterly and annual reports and ensure the timeous submission thereof as outlined in the relevant prescripts. Manage litigation brought against the JSC. Manage media enquiries directed at the JSC in consultation with the Chief Justice and Spokespersons of the JSC.

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

POST 27/81 : **SENIOR PERSONNEL PRACTITIONER – LABOUR RELATIONS REF NO: 2022/122/OCJ**
(Re-advertisement, Candidates who previously applied are encouraged to reapply)

SALARY : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
: 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.

DUTIES : 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.

ENQUIRIES : Technical Enquiries: Mr S Phaladi Tel No: (010) 493 2658
HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533

POST 27/82 : **SENIOR PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: 2022/116/OCJ (X2 POSTS)**

SALARY : R321 543 – R378 765 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 Human Resource Management / Public Management or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' experience in a recruitment environment. Knowledge of Occupational Specific Dispensation (OSD) implementation. PERSAL Training will be an added advantage. Skills and Competencies: Knowledge of application of relevant legislative frameworks 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, Labour Relations Act, Employment Equity Act, Codes of Remuneration and Public Finance Management Act. Understanding of practices, processes and procedures related to recruitment and selection. Highly skilled in the MS Office Suite, especially EXCEL. Must have conflict management, project management, numeracy, interpersonal and diplomacy. Policy analysis and development. People management and empowerment. Client orientation and customer focus. Communication at higher-level (verbal and written) skills. A least a two (2) years' experience at supervisory level. Ability to work under pressure and adhere to strict deadlines.
- DUTIES** : Receive advert requisition forms and ensure that all posts advertised are vacant and funded and all advertisement deadlines are met. Draft and place adverts in newspapers and public service vacancy circular (DPSA). Quality check the content of the adverts. Maintain the database of all advertised posts. Liaise with external service providers for the publishing of adverts. Oversee sorting of received applications and capturing of applications to develop candidate's profiles. Provide secretarial and advisory services during short listings and Interviews processes. Provide advice to staff on recruitment & selection matters. Draft appointment letters and submissions. Communicate with successful applicants. Conduct suitability checks (background, reference, qualifications and employment verifications). Facilitate the compilation of appointment letters. Ensure preparation of recruitment and selection reports. Attend to OSD matters. Supervise recruitment and selection personnel to ensure an effective service delivery. Advice and lead recruitment and selection personnel with regard to all aspects of the work. Manage performance, conduct and discipline of recruitment and selection personnel. Ensure that all recruitment and selection personnel are trained and developed to be able to deliver work of the required standard efficiently and effectively. Render safekeeping of recruitment and selection documents and attend to audit related matters. Assist with the development of policies and standard operating procedures.
- ENQUIRIES** : Technical and HR related enquiries: Ms C Gideon Tel No: (010) 493 2500/2528
- POST 27/83** : **REGISTRAR REF NO: 2022/121/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 REQUIREMENTS** : Western Cape Local Division of the High Court
Grade 12 and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. 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. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.
- DUTIES** : Co-ordinating of Case Flow Management and providing support to the Judiciary and Prosecution. Attending to quasi-judicial matters in terms of the Annual Performance Plan and Service Standards. Manage the issuing of all processes initiating Court Proceedings in civil and crime. Coordinate support services to the court. Managing the administrative process for appeals and reviews. Processing both opposed and unopposed matters including family law matters and the facilitation of Pre-Trial conferences. Quality checks on all registers including Criminal Record Books. Providing reliable, verifiable statistics. Attend to the taxation of attorneys bills of cost. 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 R David Tel No: (021) 480 2635
HR related enquiries - Ms M Baker Tel No: (021) 469 4038
- POST 27/84** : **LEGAL ADMINISTRATION CLERK REF NO: 2022/123/OCJ**
- SALARY** : R173 703 - R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre: Gauteng
- REQUIREMENTS** : 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. Financial, asset and supply chain management, understanding of facilities and security management, leadership capabilities.
- DUTIES** : Conduct Legal Research for the Regional Court President/Chief Magistrate. Compilation of statistics. Case flow management. Assisting Regional Court Registrar. Provide administrative functions to the Regional Court President/Chief Magistrate.
- ENQUIRIES** : Technical related enquiries: Ms D Makgaka Tel No: (010) 494 8459
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515