

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
- Durban:** 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
- Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- 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

- : 15 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 requirements for the post of Legal Administration Clerk: Provincial Service Centre: Gauteng, Ref No: 2022/123/OCJ advertised in Public Service Vacancy Circular 27 dated 22 July 2022, with a closing date of 08 August 2022 are as follows: Matric certificate or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) – two (2) years' experience will serve as an added advantage. Apologies for any inconvenience caused.

OTHER POSTS

- POST 28/60** : **SENIOR LAW RESEARCHER REF NO: 2022/124/OCJ**
- SALARY** : R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West Division of the High Court
- 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: Excellent research skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problem analysis, solving and planning skills. Decision making skills. Time management skills. Creative and analytical skills.
- DUTIES** : Perform all legal duties for the judges to enable them to prepare judgements. Research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge. Read all the relevant material and analysis it thoroughly. Discuss all possible variations on a legal point with colleagues and/ or the judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgement, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the help of track changes so that judges can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic formats on legal issues, as requested by a Judge. Read all the relevant materials and analysis it thoroughly. Prepare and draft speech, conference paper or article. Make all changes and addition if they require some. Prepare a PowerPoint where applicable. Submit the speeches.
- ENQUIRIES** : Technical enquiries: Mr O Sebatatso Tel No: (018) 397 7065
HR related enquiries: Ms B Ontong Tel No: (018) 397 7064
- POST 28/61** : **OFFICE MANAGER (OFFICE OF THE JUDGE PRESIDENT) REF NO: 2022/125/OCJ**
- SALARY** : R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape Division of the High Court: Makhanda
- REQUIREMENTS** : Matric certificate and a three-year National Diploma/ Bachelor's Degree in Office Management or equivalent qualification at NQF Level 6 (360 credits). A minimum of three (3) years' relevant experience in an Office Administration environment. A valid driver's licence. An LLB will serve as an added advantage. Skills and Competencies: Job Knowledge of office management responsibilities, systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Strong Leadership and Management Capabilities. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
- DUTIES** : Manage the Office of the Judge President at the Eastern Cape Division of the High Court: Makhanda. Support the Judge President in communication with all

Stakeholders. Management and Supervision of Judges' support staff and related matters. Manage logistical arrangements for integrated meetings and operations. Oversee the Administration and follow up on the Judge President instructions to ensure prompt execution by relevant operational units at the courts. Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges, National Office, Legal Professional bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both Internal and External Stakeholders. Prepare presentations and briefing notes for the Judge President and disseminate complex information to all branch heads. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal source of directive related to the special Fields.

ENQUIRIES : Technical enquiries: Mr D Kroqwana: 087 086 6942
HR related enquiries: Mr S Mponzo or Ms P Biko Tel No: 087 086 6935/6929

POST 28/62 : **ASSISTANT DIRECTOR: RECRUITMENT & SELECTION REF NO: 2022/126/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 an appropriate three-year Diploma/Degree in Human Resource Management or equivalent. A minimum of 3 years' experience in the Human Resource Management environment of which 3 years must have been in recruitment and selection at supervisory level. A Valid Driver's license. PERSAL Introduction certificate. PERSAL establishment certificate will be an added advantage Skills and Competencies: Knowledge of the Public Service Regulations and the ability to interpret and apply all applicable regulatory prescripts, Ability to formulate policies. Problem solving abilities. Excellent communication skills (written and verbal), Project management skills, Interpersonal, liaison, co-ordination and organising skills, Leadership and conflict resolution abilities, Willingness to work beyond normal working hours.

DUTIES : Manage the advertisement of posts by: Interacting with line function, Assist with the responses from the advertising process, Participate in the selection panels and prepare submissions for appointments, Oversee the arrangements for interviews such as dates, venues, and invitations to candidates, Ensure candidates attend all tests e.g (competency assessments. as prescribed in the Departmental Recruitment and Selection Policy and DPSA prescripts, Assist in conducting research, developing, implementing and maintaining the recruitment and selection policies, standard operating procedures & strategies in line with legislative prescripts, Personal Verifications, Provide a supervisory service to the Sub-directorate, Ensure compliance with Employment Equity Act 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.

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

POST 28/63 : **LAW RESEARCHER REF NO: 2022/127/OCJ**

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

CENTRE : Labour And Labour Appeals Court: Johannesburg

REQUIREMENTS : Matric certificate and LLB degree or a 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: Excellent research skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problem analysis, solving

- and planning skills. Decision making skills. Time management skills. Creative and analytical skills.
- DUTIES** : Perform all legal duties for the judges to enable them to prepare- judgements. Research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge. Read all the relevant material and analysis it thoroughly. Discuss all possible variations on a legal point with colleagues and/ or the judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgement, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the help of track changes so that judges can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic formats on legal issues, as requested by a Judge. Read all the relevant materials and analysis it thoroughly. Prepare and draft speech, conference paper or article. Make all changes and addition if they require some. Prepare a PowerPoint where applicable. Submit the speeches.
- ENQUIRIES** : Technical enquiries: Ms T Nzimande Tel No: (011) 359 5718
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8505
- POST 28/64** : **JUDGE'S SECRETARY REF NO: 2022/130/OCJ**
(3-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** : KwaZulu-Natal Local Division: Durban
- REQUIREMENTS** : Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. 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** : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an 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 court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Act as custodian of Judge's furniture, equipment and library books. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Technical enquiries: Ms S Govender Tel No: 031 492 6125
HR related enquiries: Ms SZ Mvuyana Tel No: 031 492 6206

POST 28/65 : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR GENERAL: COURT ADMINISTRATION SERVICES REF NO: 2022/131/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 Secretarial Diploma or equivalent qualification. Minimum of three (3) years' experience in rendering a support service to Executive Managers. Secretarial qualification on NQF Level 6 or LLB degree on NQF Level 7 will serve as an added advantage. Knowledge and understanding of the relevant legislation/policies/prescripts and procedures governing the Public Service. Basic knowledge of financial administration. Skills and Competencies: Good communication. Planning and organising skills. Good telephone etiquette. Sound organisational skills. Good people skills. High level of reliability. Be meticulous to detail and work within deadlines. Proven Computer Literacy, including MS Word, MS PowerPoint & MS Excel. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Ability to work independently. Good grooming and presentation. Self-management and motivation.

DUTIES : Provide secretarial support service to the Deputy Director General: Court Administration Services (DDG: CAS). Render administrative support services whilst managing the office of the DDG: CAS. Provide support during meetings and supports the DDG with the administration of the Branch budget, including audit and risk management. Study of the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

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

POST 28/66 : **REGISTRAR REF NO: 2022/129/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 REQUIREMENTS : KwaZulu-Natal Local Division: Durban
: Matric certificate 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. Superior court or litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Supervisory skills. 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 : Supervision and Management of employees in the Registrar's Office. 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. 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 enquiries: Ms P Mahomed Hanis Tel No: 010 493 2666
HR related enquiries: Ms SZ Mvuyana Tel No: 031 492 6206

- POST 28/67** : **ADMINISTRATION CLERK: DCRS REF NO: 2022/132/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign performance agreement.
- CENTRE** : KwaZulu-Natal Local Division: Durban
- REQUIREMENTS** : Matric Certificate or equivalent qualification. Appropriate experience in general administration or court related functions with regard to court recordings and /or case, flow management will serve as an added advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government Knowledge of relevant legislation. 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 DCRS/CRT equipment.
- DUTIES** : Prepare court before court proceedings to ensure that equipment is in a working order. Perform digital recording of court proceedings and ensure integrity of such recordings and 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/HR related enquiries: Ms SZ Mvuyana Tel No: 031 492 6206
- POST 28/68** : **ADMINISTRATION CLERK (LEGAL) REF NO: 2021/133/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court: North West
- REQUIREMENTS** : Matric certificate or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) – two (2) years' experience will serve as an added advantage. Zero (0) – two (2) years' experience will serve as an added advantage. Skills and Competencies: 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. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar.
- ENQUIRIES** : Technical/HR related enquiries: Mr OPS Sebatso Tel No: (018) 397 7114/7064