

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** : 22 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 (when shortlisted). 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 29/53** : **ASSISTANT DIRECTOR: PAYROLL REF NO: 2022/134/OCJ**
- SALARY** : R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : National Office: Midrand
 : Matric certificate and a Three (3) year National Diploma/Degree in Accounting/ Finance. A minimum of five years' experience in Finance of which three (3) years must be at Supervisory level in Payroll and S&T. A Valid driver's licence. Skills and Competencies: Knowledge of BAS, PERSAL, Safety Web and advance excel. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Public Service Regulation and Public Service Act and Batho Pele Principles. Interpersonal, Telephone etiquette, Computer Literacy and Communication skills.
- DUTIES** : Ensure that the official's salaries, claims and allowances are paid within the prescribed period. Ensure clearing of all salaries suspense accounts before monthly and year-end closure. Ensure that salaries are paid to the relevant or existing officials, Ensure effective and efficient Travel and Subsistence Management System. Ensure that the journals are authorized with the correct allocations and amounts to clear PERSAL related suspense accounts on monthly basis. Verify that all inter-departmental claims are valid and correct. Provide support to Management by assisting with Audit queries; provide effective People Management. Ensuring the collection of payrolls from SITA, monitoring distribution and returns of payrolls. Monitoring and supervision of personnel. Monitoring PERSAL deductions and PERSAL/BAS reconciliation. Provide advice, guidance and training to OCJ officials of claims, payroll functions and HR transactions. Ensure effective management of salaries and claim processes.
- ENQUIRIES** : Technical enquiries: Ms I Morare Tel No: 010 493 2591
 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
- POST 29/54** : **JUDGE'S SECRETARY REF NO: 2022/135/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Land Claims Court Randburg
 : 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. 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: Mr J Mabena Tel No: (010) 493 5392
 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8505

<u>POST 29/55</u>	:	<u>PROVISIONING ADMINISTRATION CLERK REF NO: 2022/136/OCJ</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Service Centre: Gauteng
<u>REQUIREMENTS</u>	:	Matric certificate. A relevant qualification and experience in Supply Chain Management will be an added advantage. A valid driver's license will be an added advantage. Zero (0)-two (2) years' experience will serve as an added advantage. Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations. In-depth knowledge of financial systems, e.g. JYP and BAS. Skills and Competencies: Knowledge of Public Services Legislation. Prescripts and Regulations .Planning and organizing skills. Good interpersonal relations. Effective communication skills (written and verbal). 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 facility and security management, leadership capabilities. Ability to work independently and meet deadlines. The ability to work under pressure, work in a team and preparedness to work overtime when required.
<u>DUTIES</u>	:	Sourcing quotation as per National Treasury guidelines. Receive and assess quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications. Capture requisitions on the Supply Chain System. Request, prepare and compile quotes. Ensure that all relevant forms are attached. Extend the validity periods of quotes in advance of expiry dates. Capturing of awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM policies. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items. Perform other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Technical: Mr T Kanapi Tel No: (010) 494 8477 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8505