

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.
- : **Polokwane/:** 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.
- : **Land Claims Court: Randburg:** 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
- : **Supreme Court of Appeal: Bloemfontein/Free State** Division of the High Court: 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.
- : **Makhanda High Court/Mthatha/Eastern Cape Provincial Service Centre:** 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.
- : **Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

CLOSING DATE

: 12 September 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 32/144** : **COURT MANAGER REF NO: 2022/134/OCJ**
- SALARY** : R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Polokwane High Court
- REQUIREMENTS** : Matric Certificate and a three (3) year qualification in management/administration or relevant qualification at NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of six (6) years' managerial or supervisory experience. A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure.
- DUTIES** : Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Development services, overall Financial, Asset and Supply Chain Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.
- ENQUIRIES** : Technical enquiries: Mr J Shibodze Tel No: (015) 495 17 35
HR related enquiries: Mr TJ Masemola/ Ms N Phadziri Tel No: Tel No: (015) 495 1753/1743
- POST 32/145** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: 2022/135/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
- REQUIREMENTS** : Matric Certificate and a three (3) year Diploma/Degree in Human Resources Management/Labour Relations Management/or Law at NQF Level 6 with 360 credits) as recognized by SAQA. Applicants are to take note that the Office of the Chief Justice is a highly legalistic working environment. Five (5) years functional experience doing Employment Relations Management Services at a supervisory level. A Valid Drivers' license as the job will entail extensive travelling and the successful incumbent must be willing to work long hours. Knowledge Superior Courts Act, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council and General Public Service Sectoral Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and organizing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act, Public Service Regulations. Skills: Legal Research, Records Management, Problem solving, Negotiation, Presentation Good Communication skills (oral and written), Planning, Analytical, Report writing, Conflict Management, Computer literacy (Maintenance of a Live Case Law Database).

- DUTIES** : Conduct and analyze all grievances and complaints received from employees throughout the country and provide trend analysis reports to management. Draft charges and finalize all misconduct cases. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters country wide. Ensure effective management of the ER Information Management Systems and records management system which includes maintaining an efficient and effective rotational case management filing system and weekly updating of a live Labour Relations database. Ensure that all compliance reports are submitted in line with the OCJ Compliance Calendar. Manage, coordinate and monitor the implementation of Employee Relations' policies and procedures; Provide expert employee relations advice. Coordinate the effective Collective Bargaining processes within the Department by ensuring healthy working relationships and engagements with the relevant recognized Trade Unions.
- ENQUIRIES** : Technical Enquiries: Mr S Phaladi Tel No: (010) 493 2658
HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
- POST 32/146** : **LAW RESEARCHER REF NO: 2022/136/OCJ**
- SALARY** : R382 245 – R461 745 per annum. The successful candidate will be required to sign performance agreement.
- CENTRE** : Land Claims Court Randburg
- 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 J Mabenna Tel No: 011 493 5392
HR Related enquiries: Ms T Mbalekwa Tel No: 011 335 0404
- POST 32/147** : **LAW RESEARCHER REF NO: 2022/138/OCJ**
(3 Year Contract)
Re-Advert Candidates who previously applied are encouraged to re-apply)
- SALARY** : R382 245 – R461 745 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** : Matric certificate and an LLB degree or four (4) years' recognized legal qualification as recognized by SAQA. An LLM degree will be an added advantage. 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. Ability to work independently.
- 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 analyse 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/HR related enquiries: Ms M Luthuli Tel No: (051) 492 4573
- POST 32/148** : **JUDGE'S SECRETARY REF NO: 2022/140/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Makhanda High Court
- 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. 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/HR enquiries related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 32/149** : **PERSONNEL PRACTITIONER REF NO: 2022/141/OCJ**
- SALARY** : R261 372 - R307 890 per annum. The successful candidate will be required to sign a performance
- CENTRE** : Provincial Service Centre: Mpumalanga
- REQUIREMENTS** : Matric certificate and a three (3) years' Degree or National Diploma in HRM/ Public Administration/ Management or Equivalent Qualification as recognised

by SAQA. At least three (3) years functional experience in Human Resource Management within the Public Service. Extensive knowledge of PERSAL system. A valid code B drivers' licence. Skills and Competencies: Computer literacy. Knowledge of the relevant Human Resource Management Legislation/ Directives. Knowledge of PERSAL system. Good communication skills (written and verbal). Good interpersonal and public relation skills. Good administration and organizational skills. Customer Service Skills. Time management and Confidentiality. Supervisory and leadership skills. Ability to work under pressure.

DUTIES

: Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service e.g. Personnel development, performance management and discipline, and ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing Medical, Injury on duty, Terminations, Long service recognition, Overtime, relocation, Pension, allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice the Department/personnel on HR Administration matters to enhance the correct implementation of HR Management practices. Approve transaction on PERSAL according to delegations. Prepare reports on Human Resource Administration issues and statistics.

ENQUIRIES

: Technical/HR related enquiries: Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000