

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

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

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, 9301

CLOSING DATE

: 03 October 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 35/132 : **DEPUTY DIRECTOR: JUDICIAL EDUCATION AND RESEARCH REF NO: 2022/157/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 three years Bachelors in Social Sciences; A post graduate qualification in Law will be an added advantage. Extensive knowledge and at least three years' experience in conducting empirical research; Experience in providing support to Committees and stakeholder liaison; Proven experience in managing publications and proof of at least one publication by the applicant; At least 3 years proven experience in a supervisory position will be added advantage; A valid driver's licence. Skills and Competencies: Advanced research (qualitative and quantitative) skills; Innovative and proactive; Advanced report writing skills; Project Management; Stakeholder Management; Ability to work under pressure, long hours and weekends; Leadership skills.

DUTIES : Facilitate the production of SAJEI publications on Judicial Education; Conduct training needs assessment; Conduct impact assessment on SAJEI training programs; Monitor legal research and output; Facilitate development and review of SAJEI training materials; Facilitate quality assurance of SAJEI training materials; Develop and implement projects on the SAJEI Research Agenda; Identify relevant research methodology for the projects; Develop research questionnaires; initiate and conduct research into Judicial Education; Analyse data and prepare research reports; Monitor amendments of legislation and provide update to Director Research and Curriculum Development; Prepare training reports and quarterly evaluation reports.

ENQUIRIES : Technical Enquiries: Ms. Hangwelani Maringa Tel No: (010) 493 2577
HR Related Enquiries: Ms. C Gideon Tel No: (010) 493 2500/2528

POST 35/133 : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 2022/158/OCJ**

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

CENTRE : KwaZulu-Natal Provincial Service Centre: Durban

REQUIREMENTS : Matric certificate and a three-year National Diploma / Bachelor Degree in Security Management or Risk Management (NQF level 6) plus a minimum of three (3) years' experience in the security environment. Grade A State Security Agency Course. Skills and Competencies: Sound knowledge of PAIA, MISS, OHSA, Protection of Information Act, Access to Public Premises and Vehicles. Computer Literacy. A valid driver's license.

DUTIES : Provide security advisory services to Management and maintain security value adding consultancy. Ensure implementation of the OCJ Security Policy. Development of security procedural guidelines. Manage matters related to integrity management and investigate security breaches. Ensure that physical security measures are in place by providing physical security infrastructure and key controls. Manage contracted security service provider and ensure compliance with the service level agreement. Evaluation and optimization of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Ensure compliance with Occupational Health and Safety Act. Interaction with security-related and relevant authorities. Assist in the management of the total security (personnel, document, physical assets, contingency planning and security planning) of the OCJ and linked institutions. Conduct risk assessments and/or liaise with relevant authorities to conduct risk assessments. Provide support and guidance on the management of Logistical/transport Services, the provision of facilities, Risk management and Auditing processes. Oversee all auxiliary services at Provincial Centre.

ENQUIRIES : Technical enquiries: M Ries Tel No: 087 1061779
HR related enquiries: Ms SZ Mvuyana Tel No: 031 492 6206

POST 35/134 : **JUDGE'S SECRETARY REF NO: 2022/159/OCJ**

SALARY : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE
REQUIREMENTS**

- : Free State Division of the High Court
- : Matric certificate. Minimum of one-year 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 related enquiries: Ms M Luthuli Tel No: (051) 492 4573