

OFFICE OF THE CHIEF JUSTICE

APPLICATIONS

- : **National Office: Midrand/Constitutional Court:** 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.
- 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.
- Labour and labour Appeals court:** Johannesburg (Sitting in Polokwane): 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
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
- ERRATUM:** Kindly not that the duties of the position of Deputy Director: Library Services: Gauteng Division of the High Court: Johannesburg, Ref No:

2022/144/OCJ advertised on DPSA Circular 34 dated 09 September 2022 with a closing date of 26 September 2022 are as follows: Perform all legal duties for the judges to enable them to prepare-judgements. Research and retrieve all material from all sources in both hard 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. Proofread all judgement, articles, speeches, conference papers with respect to spelling and grammar. Double check all reference 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 PowerPoint where applicable. Submit the speeches. Closing date for the post is extended to the 24 October 2022. The post of Administration Clerk: DCRS: Gauteng Division of the High Court: Pretoria, Ref No: 2022/152/OCJ advertised on DPSA Circular 34 dated 09 September 2022 with a closing date of 26 September 2022 is two (2) posts instead of one (1) post. We apologise for any inconvenience caused.

OTHER POSTS

- POST 38/30** : **DEPUTY DIRECTOR: CONTENT AND RELATIONSHIP MANAGEMENT TO THE DEPUTY CHIEF JUSTICE (ROLE-PLAYING POST) REF NO: 2022/160/OCJ**
(3 Year Renewable Contract)
- SALARY** : R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court: Johannesburg
- REQUIREMENTS** : Matric and a three (3) year National Diploma / Degree in Law or Communication or equivalent qualification (NQF level 6) with 360 credits as recognised by SAQA. A post graduate qualification will be an added advantage. Minimum of five (5) years' relevant experience. A valid driver's licence and willingness to travel. Skills and competencies: Extensive knowledge of research functions and research systems as well as proven excellent communications skills (both written and verbal), and analytical acumen. Proven ability to draft and quality control highly complex documents. Proven ability in the drafting of speeches. Proven high level communication and stakeholder relationship management skills. Knowledge of the functioning of an executive office. Adaptability to the environment by being able and willing to travel often and work long hours. Ability to meet strict deadlines and to work under pressure. Official should be detail-oriented (paying attention to details). Have problem solving and good interpersonal skills.
- DUTIES** : As the Deputy Director: Content and Relationship Management in the office of the Deputy Chief Justice, the successful candidate will be responsible for conducting research, prepare speeches and facilitate international and domestic stakeholder relations for this office through: Conducting of research by: Using all available research systems and methods by doing situational analyses, developing position papers, briefing notes and reports well before an engagement of the Deputy Chief Justice. Directing, coordinating and consolidating technical inputs for the development of reports, position papers and briefing notes. Preparation of draft speeches by directing, coordinating and consolidating technical inputs for the development of speeches. Liaising with senior managers and officials in the Department to obtain inputs into speeches. Ensuring that a comprehensive database of all delivered speeches is maintained. Ensuring that all speeches are placed on the departmental website and made available as and when requested by stakeholders. Facilitating international and domestic stakeholder relations by providing executive liaison services to the Deputy Chief Justice in support of the Deputy Chief Justice's functions as well as interaction with the Executives and Legislative branches of the State. Communicating effectively to promote constructive international and domestic relations with the broader community for example the legal profession, universities and other stakeholders. Sourcing relevant news and

information at international and domestic level for the consideration of the Deputy Chief Justice. Liaising with organisations, departments and other stakeholders in terms of the speaking engagements of the Deputy Chief Justice.

- ENQUIRIES** : Technical/HR Related Enquiries: Ms C Gideon Tel No: (010) 493 2500/2528
- POST 38/31** : **ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND REPORTING REF NO: 2022/161/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 BSC/BCom/BTech Degree majoring in Statistics or equivalent qualification at NQF Level 6 equivalent with 360 credits as recognised by SAQA. A minimum of 3 years practical experience and relevant experience in statistical Analysis. A valid driver's licence. Skills and Competencies: Analytical skills, communication skills (verbal & written), computer skills (MS Office, SPSS&SAS software), project management, interpersonal skills, numerical skills, Ability to work under pressure.
- DUTIES** : Design and develop data collection tools, administer data collection instruments, establish channels for the collection of data from all the Superior Courts, Collate, analyse and interpret statistics, produce statistical publications, reports, newsletters and presentations, Develop and maintain database containing various datasets, develop sampling and basic sampling statistical methods and also estimation and interpretation of results resulting from the aforementioned, apply general statistical theory and principles that is descriptive statistics and inferential statistics application, Train and develop data procedure on the utilization of information systems/ data collection tools, data analysis and interpretation. Apply standing instructions and procedures/guidelines to generated reports.
- ENQUIRIES** : Technical/HR Related Enquiries: Ms. S Tshidino Tel No: (010) 493 2500/2528
- POST 38/32** : **ASSISTANT DIRECTOR: PROTOCOL OFFICER TO THE DEPUTY CHIEF JUSTICE (ROLE-PLAYING POST) REF NO: 2022/162/OCJ**
(3 Year Renewable Contract)
- SALARY** : R382 245 – R461 745.per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Constitutional Court: Johannesburg
: Matric and a three (3) year National Diploma / Degree at NQF level 6 or equivalent qualification with 360 credits as recognised by SAQA. A protocol specific qualification will be an added advantage. Minimum of three (3) years' relevant experience. A valid driver's licence. Skills and competencies: Extensive knowledge of the relevant protocol prescripts and the application thereof. High-level communication and stakeholder relationship management skills. Proven logistical coordination and organising skills. Knowledge of the functioning of an executive office. Report writing skills, adaptability to the environment by being able and willing to travel often and work long hours. Ability to meet strict deadlines and to work under pressure. Excellent communications skills (both written and verbal). Official should be detail-oriented (paying attention to details). Have problem solving and good interpersonal skills.
- DUTIES** : As the Protocol Officer in the office of the Deputy Chief Justice, the successful candidate will be responsible for the provision of protocol services and coordination of security services for the Deputy Chief Justice. Obtaining knowledge and a clear understanding of the protocol requirements of the position of Deputy Chief Justice. Developing a clear understanding of the role of the Judiciary as an Arm of State by compiling, consulting and securing approval of a Protocol Management Framework for implementation and maintenance. Liaising with stakeholders (international and domestic) with a view to ensuring that due protocol is observed during ceremonial and official engagements of the Deputy Chief Justice by obtaining knowledge regarding the protocol relevant to the specific stakeholder; advising stakeholders on the protocol requirements of the Deputy Chief Justice. Advising the Deputy Chief Justice on the protocol applicable to every stakeholder engagement. Supporting the Deputy Chief Justice during ceremonial and official engagements. Visiting the venue in advance to undertake protocol planning

with the hosts. Briefing the Deputy Chief Justice prior to the event. Meeting the Deputy Chief Justice on arrival and provides protocol services throughout the event until departure. Coordinating security services for the Deputy Chief Justice by liaising with the South African Police Service with regard to the VIP protection rendered to the Deputy Chief Justice. Liaising with other law enforcement agencies for example, the Metro Police as and when required.

ENQUIRIES

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Technical/HR Related Enquiries: Ms C Gideon Tel No: (010) 493 2500/2528

POST 38/33

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SENIOR COURT INTERPRETER REF NO: 2022/163/OCJ

SALARY

:

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

CENTRE

:

Western Cape Division of the High Court

REQUIREMENTS

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Matric certificate and a three-year National Diploma in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of three (3) years practical experience in Court Interpreting or Matric certificate and ten (10) years practical experience in Court Interpreting. Proficiency in English and two- or more indigenous languages (mainly IsiXhosa), Isi-Zulu and Southern Sotho will be an added advantage on languages. Valid (motor vehicle) driver's license will be an added advantage. Skills and Competencies: Knowledge of Public Services, Legislation, Prescripts and Regulations. Research skills. Computer literacy (MS Office), Excellent communication skills (written and verbal), Good people skills/ interpersonal relations, Analytical thinking, Planning and organization skills, Accuracy and attention to detail, Customer service orientated, Ability to work under pressure and solve problems, Exceptional listening skills, Confidentiality, Minute taking skills. Decision-making and time, management skills. Good reporting skills. Creative and analytical thinking, skills.

DUTIES

:

Render interpreting services in criminal court, civil court and quasijudicial proceedings. Translate legal documents and exhibits. Develop terminology and coin words. Assist with the reconstruction of court records. Rendering interpreting services during consultations. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES

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Technical/HR Related Enquiries, Ms M Baker Tel No: (021) 469 4000

POST 38/34

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JUDGE'S SECRETARY REF NO: 2022/164/OCJ

(Re-advertisement, candidates who previously applied are encouraged to reapply)

SALARY

:

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

CENTRE

:

Labour And Labour Appeals Court: Johannesburg (Sitting In Polokwane)

REQUIREMENTS

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Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant. 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

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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. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.

ENQUIRIES : Technical enquiries: Mr CJ Tchawouo-Mbiada Tel No: (011) 359 5735/5736
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 851

POST 38/35 : **ADMINISTRATION CLERK REF NO: 2022/165/OCJ**

SALARY : R176 310 - R207 681 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
Matric certificate. An appropriate Bachelor's Degree/National Diploma in Office, Public or Business Administration or equivalent qualification on NQF level 6 with 360 credits a recognised by SAQA will be an added advantage. A minimum of one (1) year experience in office administration, customer service and business support. Ability to efficiently manage the administration in the office of the Director through among others; the management of due dates, reports, compliance and meeting facilitation. Technical knowledge and Competencies: Knowledge of business and administrative procedures. Knowledge of basic Financial Administration and Public Finance management Act. Experience in Office Administration and or Secretarial duties. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook). Project management of routine office administration. Analytical evaluation of documents, information and processes. Document and information production. Behavioural Competencies: Problem solving. Interpersonal skills. Good communication skills (verbal and written). Good telephone etiquette. Good writing skills. Time management. Conflict handling skills. High level of reliability. Confidentiality. Good planning and organising skills. Ability to work under pressure and individual honesty and integrity.

DUTIES : Provide a professional administrative support services to the Director and Directorate. Provide personnel administration, clerical support services within the component. Provide supply chain clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms S Tshidino Tel No: 010) 493 2500

POST 38/36 : **ADMINISTRATION CLERK REF NO: 2022/166/OCJ**

SALARY : R176 310 - R207 681 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
Matric certificate. A minimum of one-year experience in Office Administration will be an added advantage. Skills and Competencies: Computer literate (Ms Word, Ms PowerPoint). Knowledge of vetting, risk management and Integrity & Ethics will be an added advantage. Good verbal and written communication skills, handling and dealing with sensitive information, planning and organising.

DUTIES : Administration and safekeeping of all security vetting files at the OCJ, Attend to all vetting related queries, assist with pre-screening of candidates and service providers, render general clerical support services within Risk Management, compile monthly and quarterly reports, take minutes during the units meetings and assist head of the Unit with administrative related functions.

ENQUIRIES : Technical/HR Related Enquiries: Ms. S Tshidino Tel No: (010) 493 2500/2528