

## 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  
**High Court Makhanda:** 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.
- CLOSING DATE** : 18 November 2022
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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:** Please note the amendments to requirements for the post of Deputy Director: Desktop Support and Service Manager, Ref No: 2022/167/OCJ, National Office: Midrand, published Public Service Vacancy Circular 40 dated 21 October 2022: Three (3) years' experience as an Assistant Director or equivalent. The post of Registrars Clerk, Ref No: 2022/180/OCJ, Northern Cape Division of the High Court: Kimberly, published Public Service Vacancy

Circular 40 dated 21 October 2022 in Circular 40 is withdrawn and the closing date for Deputy Director: Desktop Support and Service Manager has been extended to 18 November 2022. Apologies for any inconvenience caused.

#### **MANAGEMENT ECHELON**

- POST 42/107** : **DIRECTOR: RISK MANAGEMENT REF NO: 2022/188/OCJ**
- SALARY** : R1 073 187 – R1 264 176 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
: Matric and a recognized 3 years' Bachelor degree (NQF level 7) as recognized by SAQA in Risk Management, Auditing or Commerce. Five (5) years applicable Middle Management working experience in risk management field. A valid driver's licence. Knowledge and exposure to the integrity and ethics management, BCMS and the vetting management will be an advantage. Extensive knowledge of Public Sector regulatory environment and specifically the PFMA, Treasury Regulations, Risk Management Standards and methodologies and the KING IV Report. High level ability to analyse and synthesize information and formulate policies and strategies. A sound working knowledge of CURA software or equivalent risk management systems. Understanding of the government fraud prevention and anti-corruption regulatory framework and systems. Financial Planning, Budget Management, Project Management, Combined Assurance and Corporate Governance Frameworks i.e. King Reports. Excellent verbal, liaison and writing skills. Ability to work with individuals and teams both at strategic and operational levels. The successful candidate will be required to undergo a security clearance. Skills and Competencies: Analytical skills; Report writing and presentation skills, Interpersonal relations; Planning and organizing; Computer literacy; Communication (written and verbal) skills; Risk Management systems.
- DUTIES** : Align the risk management process to the strategy and business plans of the OCJ to the Public Sector Risk Management Framework and leading best practices. Perform risk assessments, coordinate, monitor, evaluate and report on the risk management activities and ensure compliance with the legislation and OCJ Policies. Manage and execute the Risk Management functions including Integrity and Ethics Management, BCMS and Vetting activities. Maintain the risk registers, follow up, monitor and report on the implementation of risk mitigation action plans. Develop, review and implement risk management policies, strategy and implementation plan. Develop, review and implement fraud prevention and anti-corruption policies, strategy and implementation plan. Develop, review and implement vetting policies, strategy and implementation plan. Provide strategic risk management leadership, institutionalize and maintain enterprise-wide risk management systems. Assist the Secretary-General in the overall management of the risk management processes in the Department. Develop and coordinate risk management, integrity & ethics and vetting management training and awareness programmes. Compile and present risk management reports and build relationships with internal and external stakeholders. Present risk management, integrity & ethics, BCMS and vetting management reports to the Audit and Risk Committee, Management Committees and other oversight bodies. Undertake special and adhoc governance, risk and compliance (GRC) related assignments and perform any other duties that may be requested by Management from time to time.
- ENQUIRIES** : Technical related enquiries: Mr R Mabunda Tel No: (010) 493 2500/2519  
HR Related Enquiries: Ms L Kwinika Tel No: (010) 493 2500/2528

#### **OTHER POSTS**

- POST 42/108** : **DEPUTY DIRECTOR: INSTITUTIONAL MONITORING REF NO: 2022/189/OCJ**
- SALARY** : R744 255 – R 876 705 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 relevant 3 year National Diploma/ Degree in Public or Social Sciences Administration (Honours will be an added advantage) as recognized by SAQA. A minimum of five to 10 years relevant experience in Monitoring and Evaluation. A valid driver's licence. 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. Supervisory skills.
- DUTIES** : Monitor, assess and analyse overall performance of the OCJ; Present performance findings to the respective programmes within the OCJ; Provide support during the planning processes within the OCJ; Monitor and review programme performance on indicators on a monthly, quarterly and annual basis; Develop various types and classificatory of indicators; Conduct Mid-Term reviews on performance of the organisation (strategic planning, analytical assessment and reporting); Assess alignment between inputs, outputs, outcomes, targets and KPA's as indicated in the Strategic Plan, Annual Performance Plan and Operational Plans; Planning and project management; Analytically monitor and evaluate the Strategic Plan, Annual Performance Plan and Operational Plans; Provide support and guidance to the relevant stakeholders on performance information; Translating Strategic Objectives to Operational Objectives; Develop comprehensive framework for monitoring and evaluation for the OCJ; Compile Quarterly, Annual, Mid-Term and End-Term Reports on the overall performance of the OCJ for the submission to the Secretary General; Assist in the drafting of the Department's Strategic Plan, policy analysis, and costing; Develop appropriate templates and reporting formats for programmes and review institutional performance and capacity nationally; Ensure the highest level of customer care and customer satisfaction; Manage PMDS of staff.
- ENQUIRIES** : Technical Related Enquiries: Mr. M Masilo Tel No: 010 493 2502  
HR Related Enquiries: Ms S Tshidino Tel No: 010 493 2500
- POST 42/109** : **DEPUTY DIRECTOR: LIBRARY SERVICES REF NO: 2022/190/OCJ**
- 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: Braamfontein
- REQUIREMENTS** : Matric certificate and a 3 year National Diploma/ Degree in Library and Information Science as recognized by SAQA. Five (5) years' experience as a qualified librarian. Three (3) years' experience in a Law Library or legal experience will be an advantage. A valid driver's licence. Managing staff, Interpersonal skills and appropriate language and communication skills, experience in the use of IT to deliver information, sound knowledge of MS Office (ie. MS Word, EXCEL and PowerPoint), Hands on experience with Library OPAC systems, Sabinet Legal Products, Lexis Nexis Electronic products as well as Juta and International Law Databases (i.e. Westlaw) . 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. Supervisory skills.
- DUTIES** : Professional management and control of human and financial resources of the component, Maintenance and development of legal information resources, undertake research queries to internal and external users, Cataloguing, classification and indexing using a Library system, Training of staff and users in the use of information resources; Maintenance and management of serial and loose leaf subscriptions, A acquisitions of books and other materials to support the programme of the court; Management of information resources-electronic and print, create and organize an online catalogue/intranet and other internal systems for retrieval of Information, Provide a current awareness service to primary users to inform them of new legislation, articles and cases, responsible budgetary matters, effectively and efficiency correspondence with various stakeholders, Ensure a proper archival and library service within the department, Develop delegations relating to Archival and Library matters ( as prescribed by the Departmental Codified Institutions) Formulate policy documents and write standard operating procedures.
- ENQUIRIES** : Technical Related Enquiries: Ms Z Sondlo Tel No: 011 359 7458  
HR Related Enquiries: Ms S Tshidino Tel No: 010 493 2500

- POST 42/110** : **OFFICE MANAGER (OFFICE OF THE JUDGE PRESIDENT) REF NO: 2022/191/OCJ**  
(Re-advertisement). Candidates who previously applied are encouraged to re-apply,
- 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 National Diploma or Degree in Office Administration / Management or equivalent related field of study at NQF level 6 (360 credits). A minimum of three (3) years managerial/supervisory experience at least on salary level 7. A valid driver's licence. An LLB will serve as an added advantage. Skills and Competencies: 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 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 from the Office of the Judge President 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
- ENQUIRIES** : Technical related enquiries: Mr D Kroqwana at 087 086 6942  
Hr Related Enquiries: Mr S Mponzo or Ms P Biko at 087 086 6935/6929
- POST 42/111** : **ACCOUNTING CLERK REF NO: 2022/192/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court: Braamfontein
- REQUIREMENTS** : Matric certificate with Accounting as a passed subject. A national Diploma in Accounting/Financial Management or equivalent will serve as advantage. 1 year experience in finance will be an added advantage. Skills and Competencies: Problem solving, organising, client orientation and customer focus, having communication skills both written and verbal is vital, having, having attention to detail is essential, applicant must have initiatives skills and be flexible. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, Knowledge of travel subsistence, Basic Accounting System (BAS). The applicant must be computer literate especially in MS Excel and MS Office. People with disability are encouraged to apply.
- DUTIES** : Preparing and capturing sundry payments, Ensuring that invoices are paid within 30 days, Compiling receipts batches and capturing them on BAS, Handle petty cash and revenue management in line with PFMA and TR Regulation, Generating BAS reports, Proper filing system of physical payments and receipts batches for audit purpose, Maintaining all registers and processing S&T and cell phone claims.
- ENQUIRIES** : Technical Related Enquiries: Ms Z Sondlo Tel No: 011 359 5700  
HR Related Enquiries: Ms S Tshidino Tel No: 010 493 2500
- POST 42/112** : **REGISTRAR'S CLERK REF NO: 2022/193/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court: Braamfontein

- REQUIREMENTS** : Matric certificate. Skills and Competencies: Good communication skills, Good interpersonal and Public Relation skills, Good Administration and organisation skills, Customer service skills, Ability to work under pressure Additional competencies, which may be of advantage: Paralegal qualification, knowledge of court process and procedure.
- DUTIES** : Case Flow Management will give support to the Registrar by performing the following duties; Attend to cases allocated by the Registrars, Check compliance with the rules of court in respect of service of documents, Allocate case numbers to matters, Register matters in the Case Register, Liaise with Chambers in respect of newly filed documents, Attend to members of the public enquiries telephonically and through email, Drafting and updating the Court roll, File court documents electronically and physically in terms of the Constitutional Court's filing system, perform administrative and clerical work as directed by the Registrar and file court documents electronically and physically in terms of the Constitutional Court's filing system.
- ENQUIRIES** : Technical Related Enquiries: Ms Z Sondlo Tel No: 011 359 7458  
HR Related Enquiries: Ms S Tshidino Tel No: 010 493 2500