

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:

- APPLICATIONS** : **Mpumalanga Division of the High Court Middleburg:** 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. **Gauteng Division: Johannesburg:** 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 **Eastern Cape division** of the High Court 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 **KwaZulu Natal:** 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
- CLOSING DATE** : 19 December 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 46/251** : **COURT MANAGER REF NO: 2022/230/OCJ**
- SALARY** : R766 584 – R903 006 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of the High Court: Middelburg
: Matric certificate and three-year National Diploma/Degree in Management or Administration and related fields at NQ Level 6 (360 credits) as recognised by SAQA. A minimum of six (6) years' relevant experience of which three (3) years' should be at supervisory level (ASD level). 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. 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 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/HR Related Enquiries: Mr MV Maeko/ Mr MI Jele Tel No: (013) 758 0000
- POST 46/252** : **PRINCIPAL COURT INTERPRETER REF NO: 2022/232/OCJ**
- SALARY** : R331 188 – R390 139 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Division of the High Court: Pretoria
: Matric certificate and National Diploma IN Legal Interpreting at NQF level 5 or any other relevant qualification as recognised by SAQA. A minimum of five (5) years' experience as a Court Interpreter with a minimum of two (2) years supervisory experience of which three (3) years' should be at supervisory level. A valid driver's license.
- DUTIES** : Render Interpreting services in complex and high profile cases, special cases, pre-trial conference, disciplinary hearings and consultations, Translate legal documents and exhibits, Develop terminology, Procure Foreign Language Interpreters and Casual Interpreters in line with PFMA, Control, supervise and attend to personnel administrative aspects of Interpreters, To render supervisory services in the legal Interpreting and language environment, Provide mentoring and coaching to Junior and Senior Court Interpreters, Manage Performance of Court Interpreters, Leave Management for language services at the High Court and develop related language glossary.
- ENQUIRIES** : Technical enquiries: Ms S Malatjie Tel No: 012 492 6799
HR related enquiries: Ms T Mbalekwa Tel No: 010 494 8515
- POST 46/253** : **SENIOR COURT INTERPRETER REF NO: 2022/231/OCJ**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Division Of The High Court: KwaZulu-Natal
: 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 ten (10) years practical experience in Court Interpreting. Proficiency in English and IsiZulu and one- or more indigenous languages (Afrikaans, Northern Sotho, Southern Sotho, Tsonga, Venda, IsiNdebele, isiSwati , isiXhosa). Knowledge of any foreign languages will be and added advantage. A valid driver's license.

- 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 quasi-judicial 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** : HR Enquiries: Ms SZ Mvuyana Tel No: 031 492 6206
Technical Enquiries: Ms PM Nkholise Tel No: 010 493 2644
- POST 46/254** : **JUDGE'S SECRETARY REF NO: 2022/233/OCJ (X2 POSTS)**
(3-Year Contract)
(Re-Advertisement, candidates who previously applied are encouraged to re-apply)
- SALARY** : R269 214 – R317 127 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Division of the High Court: Kwazulu Natal
Matric certificate. Minimum of one year experience as a secretary or as an office assistant in a legal environment. A LLB degree or a minimum of 20 modules completed towards a LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. A valid driver's licence. 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 Office) and research capabilities.
- DUTIES** : Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda, decisions, directions, opinions, orders or judgments written or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Store, keep and safeguard all case files and update the case file with the 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 cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation and publications. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines. Manage the assets allocated to the Judge. Record and submit Statistics on a weekly basis. Will be required to work with other Judges in the division if and when required.
- ENQUIRIES** : HR Enquiries: Ms SZ Mvuyana Tel No: 031 492 6206
Technical Enquiries: Mrs S Govender Tel No: 0314926195
- POST 46/255** : **JUDGE'S SECRETARY REF NO: 2022/234/OCJ (X2 POSTS)**
(1-Year Contract)
- SALARY** : R269 214 – R317 127 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court Pretoria
Matric certificate. Minimum of one years' experience as a secretary or as an office assistant. An LLB degree or a minimum of 20 modules completed towards an LLB, or a BA/BCom Law degree will serve as an added advantage

and results must accompany the application. A valid driver's licence. 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 Office) and research capabilities.

DUTIES : Typing (or formatting) of draft memorandum, decisions, opinion 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, Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements, Safeguard all case files and update the case files with an order made by the Judge, Perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings, Store, keep and file court records safely, Accompany the Judge to court, Manage the Judge's vehicle, logbook and the driving thereof, Compile data and prepare reports and documents for the Judge as necessary including expense reports, continuing legal hours, financial disclosure statements and case management, Arrange receptions for the Judge and his/her visitors and attend to their needs, Manage the Judge's library and the updating of documentation, Execute legal research as directed by the Judge and comply with all departmental prescripts, policies, procedures and guidelines.

ENQUIRIES : Technical related enquiries: Ms C Campbell Tel No: 012 492 6799
HR related enquiries: Ms T Mbalekwa Tel No: 010 494 8515

POST 46/256 : **JUDGE'S SECRETARY REF NO: 2022/235/OCJ**

SALARY : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Labour and Labour Appeals Court Johannesburg
REQUIREMENTS : Matric certificate. Minimum of one years' experience as a secretary or as an office assistant. An LLB degree or a minimum of 20 modules completed towards an LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. A valid driver's licence. 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 Office) and research capabilities.

DUTIES : Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda, decisions, directions, opinions, orders or judgments written or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Store, keep and safeguard all case files and update the case file with the 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 cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.

ENQUIRIES : Technical related enquiries: Ms T Nzimande Tel No: 011 359 5776
HR related enquiries: Ms T Mbalekwa Tel No: 010 494 8515

POST 46/257 : **STATE ACCOUNTANT REF NO: 2022/236/OCJ**

SALARY : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : Labour and Labour Appeals Court Johannesburg
 : A three years' National Diploma/Degree in Financial Management/ Accounting Commerce, Cost and management Accounting, Public management or Business Administration, Logistics Management, Supply chain Management. 5 Years relevant experience in financial environment. Knowledge of BAS,PFMA , DFI, JDAS, JYP and Transport Policies and Pearsal Sound (proving Documents) Job knowledge of Financial management, supply chain and Assets management. And supervision of staff a valid driver's licence will serve as added advantage.
- DUTIES** : Supervise the section and render financial accounting transactions, Control budget in accordance with budget reports , Ensure payments within 30 days ,Ensure correct projections on the Budget, detect and deals with incorrect SCOA classifications, Authorization of transactions BAS and ensure all processed documents are audit compliant, Coordinates and ensure the monitoring of commitments, coordinate the provision of logistics services and store management services, Assist the resolution of audit queries from internal and external audits on assets and supply chain management, Manage/Maintain policy and ensure the clearance of bank reconciliation exception accounts as well as the compilation of reconciliation and petty cash reconciliation, Keep and update all records on assets register, Identify assets for disposal and facilitate the transfer thereof.
- ENQUIRIES** : Technical related enquiries: Ms T Nzimande Tel No: 011 359 5776
 HR related enquiries: Ms T Mbalekwa Tel No: 010 494 8515
- POST 46/258** : **ADMINISTRATION CLERK: CRT REF NO: 2022/237/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division Of The High Court: Middelburg
 : Matric certificate or equivalent qualification. A minimum of one year relevant experience. A valid driver's license. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office).
- DUTIES** : Perform digital recording of court proceedings locally and at circuit courts, and ensure integrity of such documents. Maintenance of criminal record books and charge sheets, writing and tracing of summonses and writing of witness fees book. Completion and issuing of committal warrants of arrest. Provide administrative support in general court and case flow management. Completion of case documents (charge sheet) and other court documents. Document scanning and data capturing. Provide any other administrative support as required by the judiciary, court manager and/or supervisor.
- ENQUIRIES** : Technical/HR Related Enquiries: Mr MV Maeko/ Mr MI Jele Tel No: (013) 758 0000
- POST 46/259** : **REGISTRAR'S CLERK REF NO: 2022/239/OCJ (X2 POSTS)**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court Johannesburg
 : Matric certificate or equivalent qualification. Skills and Competencies: Computer skills, good communication skills (written and verbal) good interpersonal and public relations skills, good administration and organisational skills, customer service skills, ability to work under pressure, additional competencies which may be of advantage: paralegal qualification, knowledge of court process and procedures.
- DUTIES** : Render efficient and effective support to the court. Issuing of court process at General Office. Case management duties, Render counter service duties/functions. Prepare, analyse and submit court statistics, Maintain and keep all registers for Civil and Criminal matters, Filing and archiving of both Civil and Criminal process, attending to case management and set down. Act as a liaison between Judges and Legal Practitioners, requisitioning of accused persons from prison, attend to correspondence and enquiries from the public and stake holders, Prepare and send cases to transcribers for appeal and review purposes, Attend to complaints from prisoners and members of the public, Administrative duties in respect of mental health, petition, review and appeal matters, Act as a liaison between Registrar and Legal Practitioners.

- Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.
- ENQUIRIES** : Technical related enquiries: Ms S Letlaka Tel No: 011 335 0150
HR related enquiries: Ms T Mbalekwa Tel No: 010 494 8515
- POST 46/260** : **TYPIST REF NO: 2022/240/OCJ**
- SALARY** : R151 884 - R178 917 per annum the successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court Johannesburg
: Matric certificate or an equivalent qualification with a typing as a passed subject. Minimum typing speed of 20wpm.Shortlisted candidates will be required to pass a typing test.
- DUTIES** : Typing of appeals, Reviews, reports, minutes, circulars, notice of set downs, witness statements, Taxing master reports, affidavits, memorandums and courts orders, Relief administrative personnel where necessary, Filing, opening files and making appointments, Dealing with public queries and other administration duties, assisting taxing master with drawing taxation files, Taxation dates for attorneys and his/her diary, attending to telephone calls regarding taxation dates and court order processes, if the matter was heard and order was made.
- ENQUIRIES** : Technical related enquiries: Ms S Letlaka Tel No: 011 335 0150
HR related enquiries: Ms T Mbalekwa Tel No: 010 494 8515
- POST 46/261** : **TYPIST REF NO: 2022/241/OCJ**
- SALARY** : R151 884 - R178 917 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court Pretoria
: Matric certificate or an equivalent qualification. Shortlisted candidates will be required to pass a typing test.
- DUTIES** : Typing Court orders, typing of urgent applications, Scan and save draft orders, Record work in register for monthly statistics, attend to queries and perform other Administration duties as may be allocated from time to time.
- ENQUIRIES** : Technical related enquiries: Ms S Malatjie Tel No: 012 315 7602
HR related enquiries: Ms T Mbalekwa Tel No: 010 494 8515
- POST 46/262** : **DATA CAPTURER REF NO: 2022/238/OCJ**
- SALARY** : R151 884 - R178 917 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division of the High Court
: Matric certificate or equivalent qualification. Experience in data capturing will serve as an added advantage. Skills and Competencies: Good communication skills (verbal and written). Job Knowledge. Planning and organisation skills. Flexibility. Teamwork. Good interpersonal relations. Advanced computer skills and ability to work under pressure.
- DUTIES** : Provide administration support service. Capture and update data from available records into the required formats e.g. databases, table, spreadsheet. Generate spreadsheets. Update the system on all data sets. Validate and review data (for quality purpose) to ensure correctness, completeness and consistency. Compile and update routine statistical information/reports and registers. Receive, register and track records or documents submitted for further processing in the Human Resource Management and Development component of the Institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic record. Provide routine and administrative maintenance services. Continuous updating of information on computer for reporting purposes and retrieving information required. Verify query missing data and errors observed during data entry. Submit data. Make regular backups of data. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to the component.
- ENQUIRIES** : Technical Enquiries/HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217