

OFFICE OF THE CHIEF JUSTICE

APPLICATIONS

: **National Office: Midrand:** Quoting the relevant reference number, direct your application to; The Director: Human Resources, Private Bag x10, Marshalltown, 2107. Applications can also be hand delivered to 188. 14th Road, Noordwyk, Midrand, 1685.

: **Supreme Court of Appeal: Bloemfontein/Free state Division of the High Court/Free state Provincial Service Centre:** 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.

: **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.

: **Queberha/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

: 03 February 2023

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. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for.

OTHER POSTS

POST 02/81 : **DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION SECURITY OFFICER REF NO: 2023/07/OCJ**

SALARY : R766 584 – R903 006 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
 : Matric certificate and a 3 year National Diploma in IT related or equivalent qualification in Information Security at NQF Level 6 (360 Credits) as recognized by SAQA. CISSP or CISM or CASP or SABSA Certificates or Equivalent Certification. Minimum of five (5) years' experience in IT Systems Security and ICT Governance environment. IT Security Policy Development and administration. Working knowledge and experience with ISO 27001, other related information security standards and frameworks. Good understanding of IT threats and vulnerabilities. Knowledge of Public Service Regulations. Knowledge of IT Governance including Information Security Governance. Vulnerability Management. Project Management. Information Security architecture capabilities. Broad IT understanding. Understanding of Information Security Technologies. Understand Risk Management. Skills and Competencies: Listening Skills. Analytical thinking. Forward thinking in driving innovation solution. Passionate about technology security. Good report writing skills. Problem solving skills. Communication skills.

DUTIES : ICT Risk Management Programme. Develop, Coordinate and Monitor the Information Security and Cybersecurity Programme; i.e. ensure implementation of the Information Security and Cybersecurity Program, continuous monitoring and review the Information Security management program. Vulnerability management. Develop ICT Security Policy and Procedures. Monitor implementation of Policy and Procedures. Implement effective information security awareness program. Plan and Implement IT Security skills programme for users and ICT personnel. Ensure that information security is integrated to all stages of the systems development life cycle. Ensure physical security measures for all IT Assets. Monitor the IT infrastructure for security related events. Develop and maintain ICT continuity Plans. Coordinate the implementation and maintenance of Disaster Recovery Plans; i.e DR testing etc. Champion and educate the organization about the latest security strategies and technologies. Schedule and manage all periodic security audits. Coordinate the action plans to address internal and external audit findings. Oversee the ICT project management office and provide leadership to the team. Coordinate technical controls defined within the Information Security Management Framework or program. Develop weekly, monthly and quarterly plans and reports for the Information Security environment.

ENQUIRIES : Technical enquiries: Mr T Ramatlapeng Tel No: (010) 493 2500
 HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 02/82 : **STATISTICIAN REF NO: 2023/08/OCJ**

SALARY : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Supreme Court of Appeal
 : Grade 12 and Bachelor's Degree in Statistics or an equivalent qualification. A minimum of two (2) years' statistics/data collection experience of which one (1) year must be on a supervisory level. Experience in statistical analysis and reporting. A valid driver's license. Skills and Competencies: Computer Skills (MS Office – especially Excel). Excellent communication skills (verbal and written). Planning and organising, problem solving, numerical skills. Attention

- to details. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.
- DUTIES** : Manage and administer data collection on court processes. Identify data required. Collate data on a uniform tool as requested. Ensure accurate data is collected and checked. Analyse data information into the format required. Maintain databases with datasets. Enter data into the reporting tools. Liaise with sources of information. Identify training needs and offer information sessions and training. Follow-up, verify and clean the data before processing. Keep/check and analyse the court's monthly, quarterly and annual statistics and the submission thereof. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Manage the staff component and related functions.
- ENQUIRIES** : Technical enquiries: Ms C.A Martin Tel No: (051) 412 7400
: HR related enquiries: Ms M.A Luthuli Tel No: (051) 492 4573
- POST 02/83** : **PERSONAL ASSISTANT REF NO: 2023/09/OCJ**
- SALARY** : R269 214 - R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric certificate and a Secretarial Diploma or equivalent qualification. Minimum of three (3) years' experience in rendering a support service to Senior Managers. Secretarial qualification on NQF 6 will serve as an added advantage. Knowledge and understanding of the relevant legislation/policies/prescripts and procedures governing in the Public Service. Basic Knowledge on financial administration. Skills and Competencies: Good communication, Planning and organising skills, Good telephone etiquette, Good people skills, high level of reliability, Be able to pay attention to detail and work within deadlines, Proven Computer Literacy, including MS Word ,MS Excel & Powerpoint, Ability to act with tact and discretion, Ability to do research and analyse documents and situations, Good grooming and presentation, Self-management, ability to maintain high level of confidentiality, punctuality and motivation.
- DUTIES** : Provide a secretarial/receptionist support service to the DDG, render administrative support services, Provides support to DDG regarding meetings, Support to DDG regarding meetings, Support the DDG with the administration of the DDG;s budget, Studies the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- ENQUIRIES** : Technical enquiries: Ms C Gideon Tel No: (010) 2500/28
: HR related enquiries: Ms S Tshidino Tel No: (0101) 492 2500/28
- POST 02/84** : **JUDGES SECRETARY REF NO: 2023/10/OCJ**
- SALARY** : R269 214 - R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Limpopo Division of the High Court: Thohoyandou
: Grade 12. 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, or a 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, directions, opinions, orders or judgments written or granted 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, official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court

hearings, while on urgent duty for 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 has been entered on the case file, return case file to the Registrar. Accompany the Judge to the court and circuit courts. Perform administrative duties of the registrar prior to and while on circuit. 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 and 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. Maintain confidentiality in respect of the operations of both the judge's private and official schedule.

ENQUIRIES : HR Enquiries: Ms. N.P Phadziri/ Ms. E.M Ramaphakela Tel No: 015 495 1743/1744
 Technical enquiries: Ms. M.M.G Phaswane Tel No: 015 495 1812

POST 02/85 : **SENIOR COURT INTERPRETER REF NO: 2023/11/OCJ**

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

CENTRE REQUIREMENTS : Limpopo Division Of The High Court: Polokwane
 : Grade twelve (12) plus a National Diploma in Legal Interpreting or equivalent relevant qualification on NQF Level 6. A minimum of three (3) years practical, experience in Court Interpreting or Grade twelve (12) and ten (10) years, practical experience in Court Interpreting. Candidates will be required to undergo Oral Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer, literacy (MS Office). Good interpersonal relations. Ability to work under, pressure and solve problems. Accuracy and attention to detail. Customer, services. Planning and organising skills, Confidentiality. Analytical thinking, Listening skills. Ability to work independently, to be meticulous, to think logically, and to practice good time management. Languages Proficiency: English, Tshivenda, Xitsonga, Sepedi. Knowledge of either Shona, Isi-Zulu, Isi-Ndebele, Afrikaans or Setswana will be added advantage.

DUTIES : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations, Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES : Technical enquiries: Mr Netshilulu MP Tel No (015) 495 1741
 HR related enquiries: Ms Phadziri NP/ Ms. EM Ramaphakela Tel No: (015) 495 1743/174

POST 02/86 : **REGISTRAR'S CLERK REF NO: 2023/12/OCJ**

SALARY : R181 599 - R213 912.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Eastern Cape High Court: (Gqeberha)
 : Matric certificate or equivalent qualification. Minimum of two years relevant experience. Driving licence and post Matric qualification will be an added advantage. Skills and Competencies: Computer literacy (MS word/Excel), Good communication skills (written and verbal), Planning and organising skills, Good problem skills, Accuracy and attention to detail, Ability to work under pressure, Customer orientated, Creative and analytical thinking skills, Additional competencies which may be 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 matters, Filing and archiving of Civil process, attending to case management and set down, Act as a liaison between Judges and Legal Practitioners, Attend to correspondence and enquiries from the

ENQUIRIES

public and stake holders, Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.
: Technical enquiries and HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217