

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.
Mpumalanga: 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.
- CLOSING DATE** : 10 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.
- ERRATUM:** Data Capturer Ref No: 2023/04/OCJ, advertised in Public Service Vacancy Circular 01 dated 13 January 2023 was published with the incorrect

location. The correct post centre is: Mpumalanga Division of the High Court (Middelburg).

OTHER POSTS

- POST 03/121** : **DEPUTY DIRECTOR: VETTING REF NO: 2023/13/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 three year National Diploma (at NQF level 6 with 360 credits as recognised by SAQA) or a B Degree in Social Sciences, Certificate in Vetting Course from SSA, SANDF, SAPS or equivalent qualification at NQF level 9 Certificate in Security Vetting will be an added advantage. A minimum 3 years as Senior Vetting Officer at ASD level. A valid driver's licence. Qualifying candidates must be able to obtain a Top Secret Clearance within a reasonable time. Knowledge of National Strategic Intelligence Act and Minimum Information Security Standards (MISS) and other relevant legislations. Knowledge of policy development and implementation. Knowledge of security screening process and administration thereof. Knowledge of contract management. 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; People Management Vetting and Pre-screening Systems.
- DUTIES** : Conduct vetting fieldwork. Manage the execution of vetting fieldwork investigations and screening / personnel suitability checks process within the OCJ. Develop, review and implement policies, guidelines, norms and standards in vetting and investigations for security clearance levels. Manage vetting projects resources and vetting files. Establish and monitor systems and processes that will ensure compliance in relation to the relevant prescripts, policies and procedures of personnel security. Manage all vetting files by ensuring quality control and supervise Vetting Officers and Vetting Administrators. Conduct vetting awareness's at the OCJ. Submit completed vetting files to SSA. Report to Management and Stakeholders on the Vetting Unit performance and operations.
- ENQUIRIES** : Technical enquiries: Mr R Mabunda Tel No: (010) 493 2500/19
HR related enquiries: Ms L Kwinika Tel No: (010) 493 2500
- POST 03/122** : **ASSISTANT DIRECTOR: PERFORMANCE, MONITORING AND REPORTING REF NO: 2023/14/OCJ**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Matric certificate and a three-year National Diploma at NQF level 6 with 360 credits as recognised by SAQA / B Degree in Business/Public Administration or an equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. , three years' relevant work experience in monitoring and reporting of which two (2) years should be at a supervisory level. A valid driver's license. Understanding of Government planning processes and cycle; Good coordination and planning skills; knowledge of relevant legislation, national treasury regulations, planning guidelines and framework for managing performance information. Skills and Competencies: good communication (verbal and written) skills, Analytical skills, good interpersonal skills, Project management, problem solving and ability to work independently with limited supervision; People management skills and computer literacy.
- DUTIES** : Provide overall performance monitoring and analysis support and perform the following functions: Facilitate submission of quarterly unit performance reports and supporting evidence; Analyse reports against planned targets; develop quarterly dashboards to provide feedback to Management; Verify submitted evidence against reported progress for reliability, Relevance and accuracy; Make follow ups with unit managers on outstanding and/ or insufficient evidence for reported progress; Facilitate the consolidation and submission of quarterly performance reports to National Treasury, Director General and Minister, Provide support to units in ensuring uninterrupted access to the online Balance Score Card system and follow up on access challenges; Provide

- support during audits of performance information; Participate in and provide support on other activities of the Directorate.
- ENQUIRIES** : Technical enquiries: Mr M Masilo Tel No: (010) 493 2502
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 03/123** : **ASSISTANT DIRECTOR: DEMAND AND TENDER MANAGEMENT REF NO: 2023/15/OCJ**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Matric certificate and a three year National Diploma/Degree in Supply Chain Management or any equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA, three years' experience in tenders, plus supervisory experience. Knowledge of Public Services Policy Frameworks, in-depth of the Public Finance Management Act(PFMA), BBB-EE Regulations, Treasury Regulations, Supply Chain Management Regulations, notes, circular ,policy framework and related prescripts, Experience in Acquisition of goods and Services, Demand Management, Computer Literacy: Excel, Ms Word, Outlook, PowerPoint, In – depth knowledge of Supply Chain Management Systems e.g. . LOGIS, A valid driver's license and willingness to travel is required. Skills and Competencies: Ability to meet deadlines, ability to work under pressure and prepared to work overtime when required as well ability to work independently without supervision, must be client orientated with client service experience (internal and external clients), Excellent analytical, planning, project and organizational skills, good interpersonal relations and ability to work well in a team environment, Effective communication skills (written and verbal), understanding of client needs.
- DUTIES** : Facilitate the development of the Demand Management Plans and Procurement plans, Oversee and ensure bid invitations, closing , evaluation and adjudication of proposals and publication of onwards as well that tender, Facilitate the development of the specifications of bids, capture all awarded bids on a register and update bid register, Monitor and ensure the administration of validity of bids. Facilitate the advertisement of bids, opening of bid/ tender box, registration of bid offers in bid register, Render advice and provide support at specification, briefing and bid evaluation meetings as well Coordination and attendance of briefing sessions, Maintain a filing system for awarded bids, Prepare submissions and report to bid Committee, Provide supply chain advisory and support services to the organization, Coordination of bid related matters with end users and internal control measures are adhered to, Ensure compliance with Supply Chain Management and Treasury Regulations and bids are within the framework as prescribed by National Treasury and preferential procurement policy framework Act, attend to Supply Chain Management audit queries, Management of Human Resource i.e. job description, performance agreement , appraisals and development of staff.
- ENQUIRIES** : Technical enquiries: Ms N Ntimane Tel No: (010) 493 2601
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 03/124** : **OFFICE MANAGER REF NO: 2023/16/OCJ**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division Of The High Court: Mbombela
Matric certificate and a three-year National Diploma/ Bachelor's Degree in Office Management or equivalent qualification at NQF Level 6 360 credits as recognized by SAQA. A minimum of three (3) years' relevant experience in an Office Administration environment. A valid driver's license. Skills and Competencies: Job 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 Mpumalanga High Court (Mbombela). 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 branches. 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 Office of the Judge President. Maintain a clear communication 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 directive related to the special fields.

ENQUIRIES

Technical and HR related enquiries: Mr M Jele Tel No: (013) 758 0000

POST 03/125

: **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT FACILITATOR REF NO: 2023/17/OCJ**

SALARY

: R393 711 – R463 764,per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: National Office: Midrand

REQUIREMENTS

: Matric certificate and a three year National Diploma /Degree or relevant qualification at NQF Level 6 with 360 credits as recognised by SAQA in Human Resource Management/ Human Resource Development/ Training and Development or equivalent in the Field of Human Resource Management/ Development Environment. Three (3) years Supervisory experience from level 7. Three (3) years relevant experience in Human Resource Development/ Training environment. A valid driver's Licence. Skills and Competencies: Knowledge: National Skills Development Strategy, Public Finance Management Act, Skills Development Act, Skills Development Levy Act, Employment Equity Act, Public Service Regulations, Planning, analytical and reporting Skills, Sound verbal and written Communication skills. Power point and presentation skills, excel, high sense of responsibility and accountability, interpersonal skills, time management skills, attention to details, problem solving, project management, quality management, Government report writing. Provision of inputs and Implementation of the Skills Development Policies and Strategy, Implement, Coordinate and monitor Human Resource development programmes/ initiatives in the Department (Bursaries, Internship, Work integrated Programme etc), Conduct skills audit/ training needs, develop and Implement the Workplace Skills Plan. Coordination and facilitation of Orientation and Induction programmes, Development of governance training reports, Monitor and evaluate the impact of trainings implemented. Supervision and development of personnel.

DUTIES

ENQUIRIES

: Technical enquiries: Ms K Tshoke Tel No: (010) 493 2529
HR related enquiries: Ms S Tshidino Tel No: (010) 2500

POST 03/126

: **STATE ACCOUNTANT REF NO: 2023/18/OCJ**

SALARY

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

CENTRE

: National Office: Midrand

REQUIREMENTS

: Matric certificate and a three year National Diploma/Bachelor's Degree in Accounting. Three years working experience as Accounting Clerk. Skills and Competencies: Understanding of Public Finance Management Act (PFMA), and Treasury Regulations, Analytical thinking, Planning and Organising, Diversity management, Human relations and communications skills, Knowledge of financial systems, e.g BAS, LOGIS, and PERSAL, Computer literacy (Word, Excel, PowerPoint), Ability to work under pressure, Administrative and organisational skills, Sound interpersonal relations, Accuracy and attention to detail.

DUTIES

: Verification of invoices from service providers. Compile payment advices and ensure all supporting documents are attached for payment processing. Capturing invoices on BAS and Safety Web. Identifying outstanding invoices from the invoice tracking register. Assists in attending to audit queries and provide copies of documents when necessary. Safekeeping and filling payments advices (batch processing). Reconciliation of relevant accounts.

- Compilation, correction and processing of misallocation. Assist with ad hoc responsibilities
- ENQUIRIES** : Technical enquiries: Mr H Lekwane Tel No: (010) 493 2590
HR related enquiries: Ms S Tshidino Tel No: (010) 493
- POST 03/127** : **ADMINISTRATION CLERK: EMPLOYEE RELATIONS REF NO: 2023/19/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Grade 12/ Senior Certificate with a minimum of 1 to 2 years' experience in the Labour Relations environment. A three-year National Diploma/Bachelor Degree in Labour Relations/Human Resource Management/Law at NQF level 6 (360 credits) as recognized by SAQA will be an added advantage. Valid driver's license. Communication skills (written and verbal). Knowledge of Public Services Legislation, Prescripts and Regulations. Labour Relations Act; Employment Equity Act; Basic conditions of Employment Act. Ability to work under pressure and willingness to travel.
- DUTIES** : Assist in the management of disputes in the Department. Represent the Department at conciliations and arbitrations. Handle disciplinary and grievance processes to ensure sound employee relations. Maintain case management database for Employee Relations. Handle Employee Relations enquiries and advocacy sessions. Facilitate mandates for conciliations and arbitrations. Render Labour Relations advisory services to both management and employees. Prepare mandatory labour relations reports to internal and external stakeholders. Facilitate Departmental Bargaining Chamber activities. Provide administrative duties to the Unit. Acquisitioning and requisitioning of labour relations resources. Liaise with internal and external stakeholders. Effectively follow up on outstanding grievances and coordinate resolutions.
- ENQUIRES** : Technical enquiries: Mr T Mashela Tel No: (010) 493 2658
HR related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
- POST 03/128** : **DATA CAPTURER REF NO: 2023/20/OCJ**
- SALARY** : R151 884 – R178 917 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Matric certificate. National Diploma/Degree will be an added advantage. A minimum of one (1) year job related knowledge experience. Skills and Competencies: Ability to manage relationships between and within different operational. Attention to detail. Strong Computer literacy in MS Word and Excel. Ability to work under pressure and under stressful conditions. Team Player, working with others independently to attain both individual and team objectives. Proficient typing and excellent proofreading skills. Time management skills. Maintain strict confidentiality. Be flexible and able to meet deadlines.
- DUTIES** : Capture data from available records into the required formats e.g. databases, table, and spreadsheet. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit data. Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to components. Consistently check work for accuracy and completeness. Assist in developing templates for capturing of information. Responsible for storing and filing completed information and maintaining records of work tasks and completed documents.
- ENQUIRIES** : Technical enquiries: MS C Gideon Tel No: (010) 493 2500
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500