

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 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
Gauteng Division of the High Court: Pretoria/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
Northern Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley
- CLOSING DATE** : 24 February 2023
- NOTE** : The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth . 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 All non - SA Citizens will be required to submit a copy of proof of South African permanent residence 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 candidates 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. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

ERRATUM: Kindly note that the post of Supply Chain Practitioner, Ref No: 2023/24/OCJ and Judges Secretary, Ref no: 2023/25/OCJ advertised in the DPSA Circular No 4 with a closing date of 17 February 2023 have been withdrawn.

OTHER POSTS

- POST 05/129** : **ASSISTANT DIRECTOR: LEGAL SERVICES REF NO: 2023/102/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 and an LLB Degree or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA. Minimum of 3 years' experience in a Legal Environment; A valid driver's licence. Skills and Competencies: Good written and verbal communication skills, Interpersonal skills, Computer software skills (good excel skills), Problem Solving and Decision-Making skills, Time Management skills.; People Management skills; Interpretation skills; Analytical skills, Ability to work independently and meet deadlines under pressure; Ability to pay attention to detail and to ensure the correctness of data / information; Admission as an Attorney/ Advocate will be an added advantage.
- DUTIES** : Provide legal administration support for the Department and the Judiciary; Coordinate compliance with PAIA & POPIA, Render assistance in the management of litigation process for the Department; Provide assistance in relation to legal advisory opinions; Coordinate and advise on loss control matters; Draft legal documents / contracts / agreements for the Department.
- ENQUIRIES** : Technical related enquiries:
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 05/130** : **SENIOR PERSONNEL PRACTITIONER HR INFORMATION SYSTEM (PERSAL) REF NO: 2023/103/OCJ**
- SALARY** : R331 188 – R390 129 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/ Bachelor's Degree in Human Resource Management or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of three (3) years' experience in a role relating to Human Resources Information System (PERSAL) environment. A minimum of one (1) year experience in supervisory level. Understanding of HRM functions and role in the department. Should have completed PERSAL training courses in Introduction to PERSAL, Personnel Administration, Salary Administration and Establishment. PERSAL Controller Course and understanding of Vulindlela System would be an advantage. A valid driver's license. The candidate should have a willingness to travel. Skills and Competencies: Sound knowledge of the Public Service Act and Public Service Regulations. Sound knowledge of prescripts and policies in relation to Human Resources Information Systems. Good governance and Batho Pele

Principles. In-depth knowledge and working experience on PERSAL. Ability to implement changes, manage data and provide reports using PERSAL. Computer literacy in MS Programmes, especially in EXCEL. Project Management. Presentation Skills. Problem Solving and Analysis. Report writing and researching skills. People and Resource Management Skills. Communication Skills (both written and verbal). Good interpersonal relations and motivating skills. Innovative thinking. Attention to details imperative. Time management (organising, coordinating and planning). Ability to work individually and in a team. Ability to work under pressure. Ability to adapt to change. Take accountability and ownership.

DUTIES : To maintain human resource and staff establishment information system, Management of PERSAL in the HR sphere (PERSAL Control). Conduct an analysis of human resource information and produce reports to facilitate decision making in collaboration with other human resource units. Facilitate and co-ordinate the development, implementation and maintenance of the Departmental Human Resource Strategies (HR Plan and Employment Equity). Compile and maintain HR reports to ensure progress against set targets on HR Strategies. Provide advice on corrective actions related to HR Strategies where required. Provide the secretariat of the Employment Equity Committee. Supervision of staff.

ENQUIRIES : Technical related enquiries: Mr SW Meko Tel No: 010 493 2526
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 05/131 : **SENIOR PRACTITIONER: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: 2023/104/OCJ**

SALARY : R331 188 – R390 129.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 Human Resource Management, Management Services, Industrial Psychology or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of two (2) years' experience in a role relating to organisational development and change management. A valid driver's license. The candidate should have a willingness to travel. Skills and Competencies: Sound knowledge of the Public Service Act and Public Service Regulations. Prescripts and policies in relation to Organisational Design and Macro Organising. Job Description guide and Job Evaluations. Standard Operating Procedures. Good governance and Batho Pele Principles. Knowledge of PERSAL will be an added advantage. Computer literacy in MS programmes. Project Management. Presentation Skills. Problem Solving and Analysis. Report writing and researching skills. People and Resource Management Skills. Communication Skills (both written and verbal). Good interpersonal relations and motivating skills. Innovative thinking. Attention to details imperative. Time management (organising, coordinating and planning). Ability to work individually and in a team. Ability to work under pressure. Ability to adapt to change. Take accountability and ownership.

DUTIES : Facilitate the review, redesign and maintenance of the Department's organisational structure. Develop and (re) design Job Descriptions/Profiles. Conduct benchmarks, Job Evaluations and Job Analysis. Participate in the development and implementation of Change Management strategies and programmes. Perform PERSAL transactions relating to post establishments. Supervision of staff/subordinates.

ENQUIRIES : Technical related enquiries: Mr SW Meko Tel No: 010 493 2526
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 05/132 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 2023/105/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 / and a three-year National Diploma/ Bachelor's Degree in Social Science / Social Work / Psychology or relevant (equivalent) qualification at NQF level 6 with (360 Credits) as recognised by SAQA and a minimum of 2 years' functional experience in Employee Wellness field. Registration with relevant statutory body. Valid driver's license. Skills and

- Competencies: Knowledge of the relevant Public Sector Acts and policies. Sound knowledge on the Employee Health and Wellness Strategic framework, HIV/AIDS Policies, Sick Leave management and PILLIR policy Computer skills. Problem solving. Crisis Management. Analytical thinking. Policy development. Time Management. Facilitation Skills. Presentation skills. Project Planning and Management. Excellent report writing skills. Analytical Skills; Report Writing and Presentation Skills; Interpersonal relations; Planning and Organizing; Computer literacy; Communication (written and verbal) Skills.
- DUTIES** : Coordinate and promote Employee Health and Wellness programmes and awareness sessions. Coordinate Psycho-social wellness through preventive and curative programmes. Promote organizational wellness through employee support. Promote and support work-life balance. Ensure effective and efficient functioning of wellness programme. Conduct assessment, referrals, counselling, and intervention support to staff and Conduct needs analysis for employee within the institution. Develop partnership and network with stakeholders. Manage and analyse data and other wellness information for reporting purposes and produce report thereof. Co-ordinate events related to Employee assistance Programme (EAP) in line with the departmental strategic objectives. Conduct training for Managers, Supervisors, and Staff on their role on Employee Wellness and overall marketing of the Wellness programme. Monitor and evaluate Employee Wellness Programmes
- ENQUIRIES** : Technical enquiries: Ms K Choma Tel No: (010) 493 2500
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 05/133** : **PROVISIONING ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT AND CONTRACT MANAGEMENT REF NO: 2023/106/OCJ**
Re-advertisement, candidates who previously applied are encouraged to re-apply.
- 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 three year National Diploma/ Degree in Supply Chain Management or relevant (equivalent) qualification at NQF level 6 with (360 Credits) as recognised by SAQA. Minimum of two (2) years working experience in Supply Chain Management. Knowledge of PFMA, BBB-EE Act, PPPFA and Treasury Regulations. In depth knowledge of procurement systems e.g. JYP, LOGIS and other systems. A valid driver's license will be added advantage.
- DUTIES** : Ensure the implementation of SCM policies and prescripts as received from National treasury. Assist in monitoring and administration of all contracts. Capturing of awarded contracts on National Treasury's contract registration application (CRA) or Database. Monitor and keep an update the contract register, deviation register and prepayment register. Assist the court, regional centres or provincial offices with loading of contract on the procurement system. Ensure that Purchase orders are issued to suppliers for all loaded contracts. Ensure timeous processing of invoices received from suppliers. Ensure payments of invoices are made within 30 days period. Ensure that payments are made to the correct supplier. Ensure that commitments are closed and make follow up on outstanding commitment. Assist the Deputy Director and Assistant Director with compiling and reporting on interim financial statement (IFS) and Annual financial statement (AFS) on monthly and quarterly basis. Ensure that Service Level Agreements (SLA's) are signed on time by the supplier and the end user. Ensure proper filling and safekeeping of documents (signed SLA and payment batches). Supervise subordinates (Clerks and Interns) to ensure compliance with SCM prescript and policies. Perform other duties that have been delegated by the supervisor.
- ENQUIRIES** : Technical enquiries: Ms E Chambers Tel No: (010) 493 2566
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 05/134** : **SENIOR HUMAN RESOURCE OFFICER REF NO: 2023/107/OCJ**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division Of The High Court: Johannesburg
Matric and a three year (3) year National Diploma/degree in Human Resources Management /Public Administration/ Public Management or a relevant (equivalent) qualification at NQF level 6 with (360 Credits) as recognised by

- SAQA. A minimum of three (3) years' experience in all functions of HRM within the public sector. Knowledge of PERSAL and HR utilization will be an added advantage. A valid driver's license will be an added advantage. Skills and Competencies: Computer literacy, knowledge of relevant human resource legislation/ directives/ Knowledge of PERSAL system, Good communication skills (written and verbal), planning and organising skills , problem solving skills, supervisory and leadership skills, time management, confidentiality, ability to work under pressure and adhere to deadlines.
- DUTIES** : Supervise, plan, and coordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service eg, Personnel development, Performance management , Discipline and ensure quality of work, supervise the implementation and maintenance of human resource administration practices concerning service benefits(Leave, Housing, medical Aid, Injury on duty, termination, long service recognition, overtime, relocation, pension, allowances, secretariat function on interviews, absorption, probation reports, Human Resource management practices, inform guide and advice the implementation of HR Management practices, approve transactions on PERSAL according to delegations. Prepare reports on Human Administration issues and statistics
- ENQUIRIES** : Technical and HR enquiries: Ms T Mbalekwa Tel No: 011 494 8402
- POST 05/135** : **JUDGE'S SECRETARY REF NO: 2023/108/OCJ**
- SALARY** : R269 214 – R317 127.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape Division of the High Court: Kimberly
 Matric certificate. Minimum of one year' 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 enquiries: Adv S de Villiers Tel No: 053 807 2743
 HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 05/136** : **HUMAN RESOUCE OFFICER: ORGANISATIONAL DEVELOPMENT REF NO: 2023/109/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
 Matric certificate. The following will serve as an added advantage, a minimum of one 1 year working experience in an Organisational Development environment and a three-year National Diploma/Bachelor's Degree in Human Resource Management, Management Services, Industrial Psychology or equivalent qualification at NQF level 6 (360 credits) as recognised by SAQA.

The candidate should have a willingness to travel. Skills and Competencies: Knowledge of clerical duties and practices. The ability to operate a computer, capture data accurately and collect statistics. Knowledge and understanding of the legislative framework, prescripts and regulations governing the public service. Knowledge of working procedures in terms of the working environment. Knowledge of practical establishment administration and functional knowledge of PERSAL. Batho Pele Principles. Computer literacy in the Microsoft Office package (especially Word, Excel). Good communication skills (verbal and written).

DUTIES : Render efficient and effective general administrative support services within the unit. Provide administrative support in the implementation and maintenance of the approved organisational structure. Assist in conducting Job Description investigations. Assist in the development of Job Descriptions. Assist with the maintenance of the departmental establishment on PERSAL System.

ENQUIRIES : Technical related enquiries: Mr SW Meko Tel No: 010 493 2526
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

POST 05/137 : **CUSTOMER SERVICE OFFICER (X6 POSTS)**

SALARY : R181 599 – R 213 912.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of the High Court: Johannesburg Ref No: 2023/110/OCJ (X3 Posts)

Gauteng Division of the High Court: Pretoria Ref No: 2023/111/OCJ (X3 Posts)

REQUIREMENTS : Matric. The following will serve as an added advantage, a three (3) year National Diploma/degree and a minimum of 6 Months relevant (equivalent) experience in Switchboard Operator/Call Centre/Customer Enquiry. Skills and Competencies: Public Service Regulations, 2016, Data capturing, Communication skills, Customer focused, Telephone etiquette, Computer Literacy (Excel, Word and PowerPoint), Ability to perform under pressure, Excellent interpersonal skills, Ability to work independently.

DUTIES : Render switchboard services. Maintain and control visitor register at the Court front desk. Provide access to the daily Court roll. Provide client liaison services within the office

ENQUIRIES : Technical enquiries (Johannesburg): Ms R Bramdaw Tel No: 010 494 8402
Technical enquiries (Pretoria): Ms T Ledwaba Tel No: (012) 315 7429
HR related enquiries: Ms T Mbalekwa Tel No: 010 494 8515

POST 05/138 : **HUMAN RESOURCE OFFICER REF NO: 2023/113/OCJ**

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

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : Matric certificate or equivalent qualification. A three year national Diploma/ Degree in Human Resources Management with 360 credits as recognised by SAQA will serve as an added advantage. Introduction to PEASAL certificate. A minimum of one year functional experience I Human Resource management. Knowledge of the prescripts regulating Human Resources. Skills and competencies: Good communication skills (written and verbal), report writing and good organising skills, computer literacy (Microsoft Office, PERSAL experience) good interpersonal relations. Ability to work under pressure. Accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people.

DUTIES : Implementation of transaction on PERSAL system in respect of appointments, leave, pension, labour relations, recruitment and selection, and PMDS etc. keep statistics of all activities and report accurate statistics to supervisors assist with all administrative duties of Human Resources component and respond to client's queries.

ENQUIRIES : Technical enquiries: Ms Zoleka Sondlo Tel No: 011 359 7590
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500