

OFFICE OF THE CHIEF JUSTICE



- APPLICATIONS** : **National Office: Midrand:** 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
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- CLOSING DATE** : 04 April 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 centre for the post of Assistant Director Statistical Reporting and Analysis with Ref No: 2023/153/OCJ advertised on DPSA Circular 09 of 2023 with a closing date of 27 March 2023 is Eastern Cape Division of the High Court: Makhanda, Apologies for any inconvenience caused.

OTHER POSTS

POST 10/110 : **LAW RESEARCHER: JUDICIAL EDUCATION AND RESEARCH REF NO: 2023/154/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; An LLB degree or a four year recognised legal qualification; Three (3) to five (5) years' experience working in a legal environment; A valid driver's licence. Advantages: Working experience as a researcher in a training environment; A postgraduate qualification in Law; Experience in conducting empirical research (qualitative and quantitative). Skills and Competencies: Legal research and analytical skills; Report writing and editing skills; Project Management; Planning and organizing; Accuracy and paying attention to detail; Communication skills; Computer literacy; Excellent interpersonal skills; Ability to work under pressure, long hours and weekends; Willingness to travel.

DUTIES : Provide research support to SAJEI; Gather and analyse research relevant to training conducted by SAJEI; Develop and maintain research database that will contribute to the overall objectives of SAJEI; Perform tasks of allocated research projects on the annual research agenda; Track the developments in jurisprudence and amendments of legislation that have a direct bearing on judicial education and training; Conduct legal research for judicial educators on aspects of judicial education curriculum; Provide support to the Editorial Committees for the SAJEI Journal and Judicial Education Newsletter; Provide legal support to training seminars and webinars and produce training reports.

ENQUIRIES : Technical Related Enquiries: Dr. Sandra Govender Tel No: (010) 4932577
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527

POST 10/111 : **ADMINISTRATION CLERK: CRT REF NO: 2023/155/OCJ**

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

CENTRE REQUIREMENTS : North West Division of The High Court
: 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. Team work. Planning and organization 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 Related Enquiries: Mr O Sebatso Tel No: (018) 397 7065
Hr Related Enquiries: Ms B Ontong Tel No: (018) 397 7064

POST 10/112

: **ADMINISTRATION CLERK: LEGAL REF NO 2023/156/OCJ**

SALARY

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

CENTRE

: North West Division Of The High Court

REQUIREMENTS

: Matric certificate or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) – two (2) years' experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy.

DUTIES

: Conduct Legal Research for the Regional Court President/Chief Magistrate. Compilation of statistics. Case flow management. Assisting Regional Court Registrar. Provide administrative support to the Regional Court President/Chief Magistrate.

ENQUIRIES

: Technical Related Enquiries: Mr O Sebatso Tel No: (018) 397 7065
Hr Related Enquiries: Ms B Ontong Tel No: (018) 397 7064