

## OFFICE OF THE CHIEF JUSTICE

*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.*



- APPLICATIONS** : Mpumalanga Division of the High Court Middleburg/Mbombela: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, 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** : 14 April 2023
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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.

#### **OTHER POSTS**

- POST 11/76** : **PRINCIPAL COURT INTERPRETER REF NO: 2023/157/OCJ**
- SALARY** : R331 188 – R390 129 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 National Diploma in Legal Interpreting at NQF level 6 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. Knowledge of any foreign or sign language will be an added advantage. Candidates will be required to undergo oral and written language proficiency tests. A valid driver's license. Skills and Competencies: Excellent communication skills. Computer literacy. Ability to work under pressure and problem solving skills. Customer service. Time management. Accuracy and attention to detail.
- 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 Related Enquiries: Ms HA Malambe Tel No: (013) 492 2214  
HR Related Enquiries: Mr MI Jele / Mr MV Maeko Tel No: (013) 758 0000
- POST 11/77** : **STATISTICAL OFFICER REF NO: 2023/165/OCJ**
- SALARY** : R331 188 – R390 129 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 a three-year National Diploma or Degree in Statistics or equivalent qualification or an equivalent qualification at NQF Level 6 (360 Credits) as recognised by SAQA. A minimum of two (2) years' experience in a statistical environment (court environment will be an added advantage). A valid driver's license. Skills and Competencies: Skills and Competencies: Knowledge of relevant policies and strategies. Statistical analysis and reporting.
- DUTIES** : Administer data collection instruments and survey within the respective Superior Court Division. Establish channels for the collection of data within the respective Superior Court Division, collate, analyse and interpret statistics and make presentations on the findings within the respective Superior Court division. Produce 1st line report, statistical publications and newsletters. Reporting monthly statistics for the Superior Court Division. Verification of the performance information that is reported monthly, quarterly and annually, quarterly and annual reporting for the statistician's office. Verification of the performance information for the Quasi-Judicial performance information, the Judicial performance information and PEEC reports. Develop and maintain database containing various datasets for the

- Respective Superior Court Division. Apply sampling ad basic sampling statistical methods and also estimation and interpretation of results within the respective Superior Court Division. Attend to AG's queries.
- ENQUIRIES** : Technical Related Enquiries: Ms HA Malambe Tel No: (013) 492 2214  
HR Related Enquiries: Mr MI Jele/ Mr MV Maeko Tel No: (013) 758 0000
- POST 11/78** : **JUDGE'S SECRETARY (X2 POSTS)**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Division of The High Court: Mbombela Ref No: 2023/158/OCJ  
Mpumalanga Division of The High Court: Middelburg Ref No: 2023/159/OCJ
- REQUIREMENTS** : Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, 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, opinions 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 (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform 76 digital recording of court proceedings on urgent 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 entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. 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, 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.
- ENQUIRIES** : Technical enquiries: Ms HC Venter Tel No: (013) 758 0000  
HR related enquiries: Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000
- POST 11/79** : **PROVISIONING ADMINISTRATION CLERK REF NO: 2023/160/OCJ**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Provincial Service Centre: Mbombela
- REQUIREMENTS** : National Diploma in Supply Chain Management or an appropriate relevant qualification in a related field, plus a minimum of three years' experience in a supply chain management or related field focusing on acquisition and contract management, knowledge of JYP/LOGIS will serve as an added advantage. A Valid driver's license. Skills and Competencies: Good understanding of supply chain management procedures and prescripts. Good understanding and experience of PFMA, PPPFA, Treasury Regulations and BBBEE. Good communication and interpersonal skills, computer literacy (Excel and MS word). Ability to work under pressure, sense of responsibility and loyalty.

- DUTIES** : Assist in development of Demand Management Plans and procurement plan. Assist in bid administration. Assist with SCM reporting on bids Source quotations from the suppliers as per specifications. Capturing and processing of invoices; supplier payments as well expediting of Government orders. Provide administrative procurement support to all stakeholder. Receive and assess quotations. Assist end users with the compilation of compliant specifications. Capture requisitions on the Supply Chain System. Ensure that all relevant forms are attached; capturing of awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM policies. Ensure proper filing and safe keeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items and perform other duties as delegated by the supervisor.
- ENQUIRIES** : Technical Related Enquiries: Ms SM Matshabe Tel No: (013) 758 0000  
HR Related Enquiries: Mr MI Jele/ Mr MV Maeko Tel No: (013) 758 0000
- POST 11/80** : **SENIOR COURT INTERPRETER (X2 POSTS)**
- SALARY** : R269 214 – R 317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Division of The High Court: Middelburg Ref No 2023/163/OCJ  
Mpumalanga Division of The High Court: Mbombela Ref No 2023/164/OCJ
- REQUIREMENTS** : Matric certificate and a three-year National Diploma in Legal Interpreting or equivalent qualification at NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of three (3) years practical experience in Court Interpreting or Matric certificate and ten (10) years practical experience in Court Interpreting. Proficiency in English and two- or more indigenous languages (Tshivenda, Xitsonga, Sepedi, Southern Sotho, Venda, Isiswati, IsiXhosa). Knowledge of either Shona, Isi-Zulu or Setswana. Knowledge of any foreign language, IsiNdebele, Afrikaans and Sepulane will be added advantage. A valid driver's license will be an added advantage. Shortlisted candidates will undergo a competency assessment. 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, ability to work under pressure and solve problems and to practice good time management.
- DUTIES** : Render interpreting services in criminal court, civil court, labour and quasijudicial 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: Ms A Malambe Tel No: (013) 492 2214 (Middelburg)  
Ms HC Venter Tel No: (013) 758 0000 (Mbombela)  
HR related enquiries: Mr M Jele/ M
- POST 11/81** : **REGISTRAR (X2 POSTS)**
- SALARY** : R268 755 – R953 979 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Division of The High Court: Mbombela Ref No 2023/161/OCJ  
Mpumalanga Division of The High Court: Middelburg Ref No 2023/162/OCJ
- REQUIREMENTS** : Matric Certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. Skills And Competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality.

**DUTIES**

: Co-ordination of Case Flow Management support services to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Manage the criminal and civil trials, motions, pre-trials, mental health, petition, appeal and review processes. Attending to all quasi-judicial functions namely, default judgement and taxations. Maintaining of criminal and civil record books. Authentication of documents for internal use. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.

**ENQUIRIES**

: Technical enquiries: Mr M Masekoameng Tel No: (013) 758 0000 (Mbombela)  
Mr M Mothabo Tel No: (013) 492 2214 (Middelburg)  
HR related enquiries: Mr M Jele Tel No: (013) 758 0000