

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:

**APPLICATIONS**

: **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
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.

Kwazulu Natal: Durban: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000

CLOSING DATE

: 21 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.

OTHER POSTS

- POST 12/78** : **COURT MANAGER, REF NO: 2023/166/OCJ**
- SALARY** : R766 584 – R903 006.per annum. (All-inclusive package). The successful candidate will be required to sign performance agreement.
- CENTRE** : Free State Division Of The High Court
- REQUIREMENTS** : Matric certificate and three-year National Diploma/Degree in Management or Administration, LLB and related fields at NQ Level 6 (360 credits) as recognised by SAQA. A minimum of six (6) years' relevant experience of which three (3) years should be at supervisory level. A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Time management and ability to work under pressure.
- DUTIES** : Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.
- ENQUIRIES** : Technical Related Enquiries: Mr L.J Kolosa Tel: (051) 492 4574
Hr Related Enquiries: Ms M.A Luthuli: Tel: (051) 492 4573
- POST 12/79** : **ACCOUNTING CLERK, REF NO 2023/167/OCJ**
- SALARY** : R181 599 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West Provincial Service Centre
- REQUIREMENTS** : Matric Certificate with Accounting as a passed subject. A national Diploma in Accounting/Financial Management or equivalent will serve as advantage. One year experience in finance will be an added advantage. Skills and Competencies: Competency literacy (MS Office), Good communication skills (written and verbal), Good interpersonal relations, planning relations, planning and organizing skills and problem-solving skills. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, Knowledge of travel subsistence, Basic Accounting System (BAS). The applicant must be computer literate especially in MS Excel and MS Office. People with disability are encouraged to apply.
- DUTIES** : Process the payment of creditors, administer the collection of revenue, Conduct payroll administration and pay claims, Administer petty cash, Prepare and process payment of S&T claims for Judges and Officials, Prepare manual requisitions and capture on JYP, Receive and record all invoices within 30 days, Issue receipts on monies paid in cash hall.
- ENQUIRIES** : Technical Related Enquiries: Mr O Sebatatso Tel: (018) 397 7064
Hr Related Enquiries: Ms B Ontong Tel: (018) 397 7065
- POST 12/80** : **SENIOR COURT INTERPRETER, REF NO 2023/168/OCJ**
- SALARY** : R269 214 – R317 127.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Kwazulu Natal Division of The High Court: Durban
- REQUIREMENTS** : Matric certificate and equivalent three-year tertiary qualification at NQF 6 with at least 360 credits as recognised by SAQA. Five (5) to Ten (10) years' experience will serve as an added advantage. Proficiency in English and isiZulu languages. Appropriate

experience in general administration or court related functions with regard to court recordings and / or cash flow management. Driver's licence will be a strong recommendation. 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.

DUTIES : Render interpreting services in criminal court, labour and Quasi-judicial Proceedings. Translate legal documents and exhibits. Assist with reconstruction of Court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary Provide administrative support in general as requested by Court Manager and supervisor.

ENQUIRIES : Technical Related Enquiries: Mrs K Marais: (087) 106 1780
Hr Related Enquiries: Ms SZ Mvuyana: (031) 492 6206

POST 12/81 : **ADMINISTRATION CLERK: DCRS, REF NO 2023/169/OCJ**

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

CENTRE : Kwazulu Natal Division of The High Court: Durban
REQUIREMENTS : Matric certificate and equivalent qualification. Experience in Clerical/Administration functions in a court environment will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Customer service skills and ability to work under pressure. Good interpersonal and public relation skills.

DUTIES : Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.

ENQUIRIES : Technical Related Enquiries: Mrs K Marais: Tel (087) 106 1780
Hr Related Enquiries: Ms SZ Mvuyana: Tel (031) 492 6206

POST 12/82 : **MESSENGER, REF NO 2023/170/OCJ**

SALARY : R128 166 – R150 975.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Supreme Court of Appeal (Free state)
REQUIREMENTS : Grade 10 plus a minimum of two (2) years' experience as a messenger. A valid driver's license. A Public Driver's Permit (PDP) will serve as an added advantage Skills and Competencies: Computer Skills (MS Office). Good Communication skills (verbal and written). Attention to detail. Problem solving skills. Good organising skills. Ability to work under pressure. Ability to work independently and as well as in a team. Good interpersonal relations skill and the ability to liaise with team members and the public. Must be responsible and have good work ethics.

DUTIES : Collect post from the post office and distribute it to various offices. Distribute urgent/hand delivered post to various offices. Deliver outgoing post to the Post Office and other offices. Driving court vehicles and transporting officials to various destinations. Maintain register of post distribution and ensure the safeguarding of all correspondence.

ENQUIRIES : Technical/HR related enquiries: Ms N. De la Rey: Tel No: (051) 492 4523