

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 (Act 55) 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** : **Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.
- Gauteng Division: Johannesburg/ Pretoria/ Land Claims Court: Randburg:** 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.
- Polokwane:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- CLOSING DATE** : 02 May 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 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 Court Manager: Free State Division of the High Court with Ref No: 2023/166/OCJ, advertised in Public Service Vacancy Circular 12 dated 31 March 2023 with a closing date of 21 April 2023 is a Re- Advertisement and the closing date is extended to 02 May 2023. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 13/48</u>	:	<u>LAW RESEARCHER REF NO: 2023/171/OCJ</u>
<u>SALARY</u>	:	R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Land Claims Court (Rand Burg) Matric Certificate and an LLB Degree or four – year recognised legal qualification as recognised by SAQA; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat); a valid driver's license. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Problems analysis, solving and planning skills; Computer literacy (MS Word); Project management, including planning and organising ability; Ability to integrate knowledge 7 OCJ Adverts from diverse sources; Accuracy and attention to detail; Interpersonal skills; Ability to work under pressure; Time-management skills; Creative and analytical skills.
<u>DUTIES</u>	:	Perform all legal duties for the Judges to enable the them to prepare judgements; Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge; Read all relevant material and analyse it thoroughly; Discuss all possible variations on a legal point with colleagues and/ or the Judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes on in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes to that the Judge can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic format on legal issues as requested by a Judge. Read all the relevant material and analyse it thoroughly. Prepare PowerPoint presentations; Perform quasi – judicial functions; Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence; Performing any court – related work requested to improve the efficiency of the court.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms N Mhlambi Tel No: 010 493 5392 and HR enquiries: Ms T Mbalekwa Tel No: 010 494 8515

- POST 13/49** : **SENIOR COURT INTERPRETER REF NO: 2023/172/OCJ**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Gauteng Division Johannesburg
- REQUIREMENTS** : Matric Certificate and National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, Isizulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver's license will be an added advantage. Knowledge of any foreign language and Sepulane will be an added advantage. Candidates will be required to undergo Oral and Written language proficiency testing. Skills and Competencies: Excellent communication skills (Written and verbal). Computer literacy (MS Office). Good interpersonal relation. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer services. Planning and organizing skills, Confidentiality. Analytical thinking. Listening skills. Ability to work independently, to be meticulous, to think logically and practice good time management.
- DUTIES** : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting service during consultations. 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, Court Manager and Supervisor as and when it is required.
- ENQUIRIES** : Technical Related Enquiries: Ms R S Letlaka, Tel No: 010 494 8402 HR Related Enquiries: Ms T Mbalekwa, Tel No: 010 494 8515
- POST 13/50** : **STATE ACCOUNTANT REF NO 2023/173/OCJ**
- SALARY** : R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre: Limpopo
- REQUIREMENTS** : Grade 12 with a three-year National Diploma/Degree in Financial Management/ Accounting or equivalent qualification. Minimum of 03 years' experience in financial environment, knowledge and experience in Basic Accounting System (BAS) and personnel and salary Administration (PERSAL), job related knowledge including legislation which governs Financial Management. In depth knowledge of Standard Chart of Accounts (SCOA). A valid driver's licence is required. Skills and Competencies: Computer literacy. Good communication skills (written and verbal). Good interpersonal skills. Attention to details. Planning and organizing skills. Flexibility. Ability to work as part of a team. Excellent communication skills. Analytical skills. Ability to work under pressure and meet deadlines. Solution-Oriented. Service Delivery Innovation (SDI). Client Orientation. Customer Focus.
- DUTIES** : Authorisation of transactions on BAS, ensuring financial documents are audit compliant in the Province. Attend to audit queries from internal and external audits, management of Petty cash, perform day end and deposit confirmation. Approval of transactions on PERSAL. Ensure invoices are processed within 30 days, monitor budget and expenditure trends, compilation of Medium-Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure inputs. Facilitate and compile financial monthly reports. Detect and facilitate correcting of misallocations. Staff Supervision. Ensure financial documents are well maintained. Overall payroll administration. Perform all duties related to Financial Management.
- ENQUIRIES** : Technical Related Enquiries: Ms. T Hughes Tel No. 015 495 1736
HR Related Enquiries: Ms. NP Phadziri Tel No: (015) 495 1743 or Mr. TD Masemola Tel No: 015 495 1753.
- POST 13/51** : **LEGAL ADMINISTRATION CLERK REF NO 2023/174/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Gauteng Provincial Service Centre - Pretoria
- REQUIREMENTS** : Grade twelve (12) 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.

- DUTIES** : Conduct Legal Research for the Regional Court President/Chief Magistrate. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar. 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. Financial, asset and supply chain management, understanding of facilities and security management, leadership capabilities.
- ENQUIRIES** : Technical Related Enquiries: Ms D Makgaka Tel No: 010 493 8539
HR Related Enquiries: Ms T Mbalekwa Tel No: 010 494 8515
- POST 13/52** : **ADMINISTRATION CLERK (DCRS) REF NO: 2023/175/OCJ**
- SALARY** : R181 599 - R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour and Labour Appeals Court: Western Cape
Grade 12 or equivalent qualification. Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management. A valid driver's licence. Experience in Supply Chain Management and/or Finance will be an added advantage. Skills and Competencies: Good communication (written and verbal) Computer literacy (MS Office) Good interpersonal skills, good public relations skills Ability to work under pressure Customer service Knowledge of document management and filing.
- DUTIES** : Test and operate court recording equipment and ensure the safekeeping and maintenance thereof. Record Court proceedings Keep records of all court proceedings Keep record of all requests made for transcriptions Provide administrative support in general court and case flow management Processing of reviews and appeals Compiling of statistics Attend and oversee general public enquiries/ correspondence; Assist with Supply Chain Management duties/Finance; Perform any other duties required for the effective and efficient functioning of the court as required by the Judiciary, Senior Administrative Officer and Registrar.
- ENQUIRIES** : Technical Related Enquiries & HR Related Enquiries: Ms M Baker Tel No: (021)469 4032
- POST 13/53** : **TYPIST REF NO: 2023/176/OCJ**
(Only persons with a disability are invited to apply)
- SALARY** : R147 459 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Provincial Division of The High Court
Grade 12 or equivalent qualification. Minimum proven typing speed of 35wpm. Shortlisted candidates will be required to pass a typing test. Prior experience as a typist in a legal environment, will be an advantage. Skills And Competencies: Computer literacy (MS Office); Excellent communication skills (verbal & written); Good interpersonal and public relations skills; Professionalism; Good problem-solving skills; Numerical skills; Attention to detail; Ability to work under pressure; Good timekeeping; Telephone etiquette; Ability to work in a team. At least two (2) years typing experience. Knowledge of the legal/ court environment.
- DUTIES** : Typing of the court roll, court orders (in relation to both civil and crime), appeals, reviews, reports, reviews, minutes, circulars, notice of set downs, pre-trial notices, witness statements, taxing master reports, affidavits, memorandums, J349 certificates. Right of appearance certificates and apostilles/ authentication certificates. Relieve of administration personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties; and guidelines.
- ENQUIRIES** : Technical Related Enquiries: Ms R David Tel No: (021) 480 2635
HR Related Enquiries: Ms M Baker Tel No: (021) 469 4038