

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** : **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.
Northern Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X5034, Kimberley, 8300 or hand deliver applications to the High Court, 5 Sol Plaatje Drive, CBD, Kimberley, 8301.
KwaZulu Natal/: 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** : 26 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.

OTHER POSTS

- POST 16/93** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT (X2 POSTS)**
- SALARY** : R811 560 – R952 485 per annum (MMS Level 11), all-inclusive remunerative package. The successful candidate will be required to sign a performance agreement
- CENTRE** : Northern Cape Provincial Service Centre: Kimberley Ref No: 2023/198/OCJ
KwaZulu Natal Provincial Service Centre: Durban Ref No: 2023/199/OCJ
- REQUIREMENTS** : Matric Certificate and a three (3) year National Diploma/Bachelor's Degree in Human Resource Management and/or Development or Public Administration. A minimum of 5 years' experience in Human Resource Management of which three years' must be at Junior Management level. A valid driver's licence. Technical Knowledge Competencies: Knowledge of Human Resource Administration as well as Recruitment and Selection. Knowledge of PERSAL. Knowledge and understanding of the current public service legislations, regulations and policies. Computer literacy in MS Office. Skills and Competencies: Good communication skills (written and verbal); Accuracy and attention to detail; Good administration and organizing skills; Good interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated.
- DUTIES** : Manage staff establishment of the Province; Manage HR Administration, Training and HR Records in the Province; Manage the Performance Management and Development System; Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees; Facilitate the process of Employee Relations in the Province; Provide expert advisory support to stakeholders; Responsible for the interpretation and implementation of OSD policies and resolutions; Give advice on Procedural and technical related matters in respect of Human Resource administration policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management; Manage and administer policy and procedure in capacity leave and ill-health retirement (PILIR) in the Department. Manage the performance of personnel within the Human Resource section / unit. Manage compliance with and provide guidance on the Disciplinary Code and Procedure in the Public Service and Labour Relations.
- ENQUIRIES** : Technical Related Enquiries: Adv. D. Plaatjies Tel No: (053) 807 2722/29
Hr Related Enquiries: Ms T Methu Tel No: (053) 807 2714
Technical/ Hr Related Enquiries: Ms M Ries Tel No: 087 106 1779
- POST 16/94** : **SENIOR VETTING INVESTIGATOR REF NO: 2023/200/OCJ**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric Certificate and A Bachelor's degree or equivalent three-year tertiary qualification (minimum of NQF 6 with at least 360 credits) in Social Sciences / Security Investigation or related areas. At least four (4) years' experience in

conducting vetting investigations. SSA, DI or SAPS vetting course is a must Extensive experience and knowledge of all applicable legislation relating to vetting. Short courses in Analysis, Conflict Management, Listening, Interview skills and report writing skills is a must. Valid driver's license. Applicant must be computer literate, that would include a good working knowledge of Microsoft Office package; Knowledge on the interpretation of policies; Knowledge of investigations; Knowledge of risk analysis; Interviewing skills; Communication and listening skills which include verbal and written communication (Good and Sound report writing). Language proficiency skills (Proficiency in English is a requirement); Ability to work independently. Willingness to travel extensively and work extended hours. Supervisory experience is a must, must be cleared at Top Secret Level. Skills and Competencies: Analytical skills; Report writing and presentation skills, Interpersonal relations; Planning and organizing; Computer literacy; Communication skills (written and verbal); Ability to work independently and meet deadlines; decision making, problem solving knowledge of the Security Vetting Information System (SVIS).

DUTIES : The successful candidate will be responsible for the following functions including but not limited to: Conduct vetting field-work investigations in respect of Secret and Top Secret Levels; Gather relevant information; Conduct proper analysis and quality check on the information; Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations; Analyse, research and evaluate all vetting related information; Provide advice and guidelines on the interpretation and application of legislation, policies and procedures, Provide effective communication channels and systems between SSA and other relevant stakeholders for advice, assistance and to obtain information; Administer vetting files and submit completed reports to Vetting Supervisor; Supervise Vetting Administrators and Vetting Investigators, Conduct screening of service providers and prospective employees; Conduct ad-hoc investigations as and when required.

ENQUIRIES : Technical Related Enquiries: Mr R Mabunda Tel No: (010) 493 2511
HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2500/2528

POST 16/95 : **ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: 2023/201/OCJ**

SALARY : R294 321 – R343 815.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
Grade12 plus a National Diploma (NQF level 6) or a Bachelor's degree (NQF level 7) in Financial Management/ Financial, Cost or Management Accounting or relevant qualification as recognized by SAQA. 2 - 3 years relevant working experience in Asset Management. A valid driver's license is required. Skills and Competencies: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), Treasury Regulations, Asset Management Regulations, Modified Cash Standard, Notes, Circulars and Related prescripts. Computer Literacy: Communication skills. Ability to work under pressure and meet deadlines. Ability to work independently without supervision and to work well in a team environment.

DUTIES : Receive, barcode, capture all newly acquired assets in the asset register system, Administer the maintenance and updating of departmental and leased asset register, Conduct monthly asset spot checks, Prepare BAS / departmental and leased Asset register reconciliation and ensure that reconciling items are promptly resolved on a monthly basis. Conduct quarterly and annual departmental and leased asset verification, report and investigate discrepancies, Manage disposal process of redundant/obsolete assets on the Asset Register system, Assist in resolving audit queries on departmental and leased assets and ensures completeness and accuracy, Execute any other asset related functions assigned to from time to time, Management of Human Resource i.e. Job description, performance agreements, assessment and development of staff.

ENQUIRIES : Technical Related Enquiries: Mr M Molobi Tel No: 010 493 2561
HR Related Enquiries: Mr A Khadambi Tel No: 010 493 2527

<u>POST 16/96</u>	:	<u>PROVISIONING ADMINISTRATION OFFICER SCM REF NO: 2023/202/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Grade 12 (Senior Certificate) plus 3year National Diploma / Degree in Supply Chain Management or equivalent qualification at NQF Level 6 (360 Credits) as recognised by SAQA. Minimum of two (2) years working experience in Supply Chain Management, Knowledge of PFMA, BBB-EE Act, PPPFA, Treasury Regulations and relevant prescripts, In depth knowledge of procurement systems e.g. JYP, LOGIS and other procurement systems. A valid driver's license will be added advantage.
<u>DUTIES</u>	:	Ensure the implementation of SCM policies and prescripts as received from National treasury. Ensure invitation of quotations from suppliers is in accordance with relevant prescripts and SCM guidelines. Evaluate and check whether quotations are in accordance with the specifications. Conduct and facilitate the briefing sessions where and when applicable. Check compliance of all procurement documents and processes Establish data base of suppliers when obtaining quotation to ensure that quotations are rotated; Ensure that Purchase orders are issued to the relevant suppliers; Supervise subordinates (Clerks and Interns) to ensure compliance with SCM prescripts and policies; Ensure proper filling and safe keeping of documents; Ensure that commitments are closed and make follow up on outstanding commitment. Perform other duties that have been delegated by the supervisor.
<u>ENQUIRIES</u>	:	Technical Related enquiries: Mr. B Mxasa Tel No: (010) 493 2560 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527
<u>POST 16/97</u>	:	<u>ADMINISTRATIVE CLERK: STRATEGY AND SERVICE DELIVERY PLANNING REF NO: 2023/203/OCJ</u>
<u>SALARY</u>	:	R202 321 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Grade 12 and or equivalent qualification. Appropriate experience in general administration. Experience in the Strategic Planning and Service Delivery Improvement environment will be an added advantage. A valid Driver's License and willingness to travel. Skills and Competencies: Good communication (written and verbal). Computer literacy (MS Office). Good interpersonal skills. Ability to work under pressure. Good customer service. Knowledge of document management and filing.
<u>DUTIES</u>	:	Provide support to the Strategy and Service Delivery Planning Unit including provision of support for all administrative requirements, records management, stationery ordering, submission and distribution of unit documents to business units. Logistical and administrative support during unit consultative meetings and sessions. Provision of technical and administrative support in the development of Strategic Planning and Service Delivery Improvement related documents.
<u>ENQUIRIES</u>	:	Technical Related enquiries: Ms L Legoete Tel No: (010) 493 2501 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527
<u>POST 16/98</u>	:	<u>REGISTRY CLERK REF NO: 2023/204/OCJ</u>
<u>SALARY</u>	:	R202 321 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Matric Certificate. One (1) year experience in the registry/records environment Computer skills, planning organization, Good verbal and written communication skills. Operating office equipment.
<u>DUTIES</u>	:	Provide registry counter services; attend to client. Handle telephonic and other enquiries received. Receive and register hand delivered mails/files. Handle incoming and outgoing correspondence; receive all mail and couriers. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Proper disposal of records. Efficient administration and management of resources. Open and maintain franking

machine register. Frank post, record money and update register on a daily basis. Undertake spot check on post to ensure no private post is included. Lock post in postbag for messenger to deliver to post office. Keep daily record of amount of letters franked. Direct incorrect post back to the Post office.

ENQUIRIES

: Technical Related enquiries: Ms M Molemong Tel No: 010 493 2650
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527

POST 16/99

: **ADMINISTRATION CLERK SUPPLY CHAIN MANAGEMENT REF NO: 2023/205/OCJ**

SALARY

: R202 321 – R235 611 per annum. The successful candidate will be required to sign a performance agreement

CENTRE

: National Office: Midrand

REQUIREMENTS

: Matric certificate and one (1) year experience in Supply Chain Management. The following will serve as an advantage: 3 year National Diploma or equivalent qualification at NQF level 6 (360 credits) as recognised by SAQA Knowledge of PFMA, BBB-EE Act, PPPFA, Treasury Regulations In depth knowledge of procurement systems e.g. JYP, LOGIS and other systems.

DUTIES

: Source quotations from suppliers as per specifications. Sourcing quotation as per National Treasury guidelines. Ensure that Standard bidding documents are obtained & fully completed by the suppliers & attached to transactions before capturing requests. Receive and assess quotations to ensure that the quotations comply with the minimum requirements. Capture requisitions on the procurement systems and ensure that Purchase orders are issued to the recommended suppliers. Assist the end user with compilation of complaint specifications and also assist the end user in drafting deviations memos. Prepared to work overtime when required. Ensure proper filing and safe keeping of documents. Receiving and issuing of stock items and perform other duties as delegated by the supervisor.

ENQUIRIES

: Technical Related enquiries: Mr. B Mxasa Tel No: (010) 493 2560
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527