

## 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.
- 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.
- 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 X 20051, 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.
- 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**

: 02 June 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.

**MANAGEMENT ECHELON**

- POST 17/74** : **CHIEF FINANCIAL OFFICER REF NO: 2023/206/OCJ**  
Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R1 308 051 - R1 540 839 per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). The successful candidate will be required to sign a Performance Agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
- : Matric certificate and a three-year Bachelor's Degree or Advanced Diploma in Financial Management Field or an equivalent qualification at NQF level 7 as recognized by SAQA. A SAICA CA qualification will be an added advantage. A minimum of six (6) years relevant experience in financial accounting, management accounting/budgeting, supply chain management and asset management of which five (5) years must be at Senior Management Level. A valid drivers licence. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Knowledge and understanding of the public sector financial management and OCJ's support requirements to the Judiciary as an arm of State. A track record in preparation and management of strategic plans, business plans, budgets and financial reports. Ability to implement and maintain internal systems and controls to ensure sound financial management as well as the management of resources. Excellent knowledge and understanding of Transactional and Development Finance, Asset and Liability management as well as Audit and Risk Governance Management. Proven skills in Financial Accounting, Management Accounting and Supply Chain Management within a government institution. Knowledge of and experience in the application of government policies and legislation relevant to the post of CFO. Comprehensive knowledge and understanding of the Public Finance Management Act (PFMA), 1999 and Generally Recognised Accounting Practice (GRAP) including proven experience in its application. Skills and Competencies: Excellent communication skills (written and verbal) appropriate to operational and executive levels. Flexibility and ability to work under pressure. Ability to provide leadership to a team of specialised administrators. Innovative and self-driven professional. Excellent interpersonal skills and team player. Strategic capability and leadership. Financial management (GAAP, GRAP, auditing practices and business planning). Programme and project management. People Management and empowerment. Change management. Service Delivery Innovation. Excellent planning and organisational skills. Analysis, problem

		solving and judgment. Decision Making. Managing Complexity. Accountability. Resilience. Customer Service Orientation. Business Performance Management. Organisational Resource Management.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and guidance on financial matters relating to the Judiciary and the OCJ. Ensure strategic financial management for the Judiciary and in the OCJ; i.e. Revenue, Expenditure, Assets Management, Liability and Supply Chain Management. Oversee the development of financial models that facilitate the selection of optimised funding options for the institution. Develop and maintain the OCJ's Financial Strategy, Policies, Standards and Procedures. Coordinate Departmental budget processes. Ensure the implementation of Management Accounting processes within the OCJ through the planning, co-ordination, and management of the budget and Medium Term Expenditure Framework budget processes. Management and monitoring of revenue and expenditure and reporting in line with Public Finance Management Act (PFMA), 1999. Ensure compliance with relevant government legislation, regulations, policies, and provisions of the PFMA. Provide timely, accurate and relevant reports to all stakeholders. Be accountable for the OCJ's revenue and banking management. Ensure the rendering of financial accounting services through the monitoring of monthly accounting services and oversee the development and submission of interim and annual financial statements. Management of OCJ's financial systems and administration of salary related matters inclusive of Compensation of Employees (COE). Liaison with key stakeholders such as the National Treasury, Auditor-General of South Africa as well as Risk Management and Audit Institutions. Advise the Accounting Officer pertaining to matters that have strategic, financial and revenue implications. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Direct the overall operations and staff within the financial management Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Mr N Mogale Tel No: (010) 493 2500/8770 HR Related Enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528
<b><u>POST 17/75</u></b>	:	<b><u>CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2023/207/OCJ</u></b>
<b><u>SALARY</u></b>	:	R1 308 051 - R1 540 839.per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). The successful candidate will be required to sign a Performance Agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand Matric certificate and a three-year Bachelor's Degree or Advanced Diploma in Management, Social Sciences and Development Studies (emphasis on Human Resource Management, Public Administration, Public Management) or equivalent qualifications or an equivalent qualification at NQF level 7 as recognized by SAQA. A relevant postgraduate qualification will be an added advantage. Minimum of six (6) years relevant and extensive work experience in the complete range of human resource management functions of which five (5) years must be at Senior Management Level. A valid driver license. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Knowledge and experience across the HR management and development spectrum. Knowledge and good understanding the Public Service Act, 1994; Public Service Regulations, 2016; Labour Relation Act, 1995; Employment Equity Act, 1998; Basic Conditions of Employment Act, 1997; White Paper on Transformation of the Public Service,1995; Public Financial Management Act,1999; Treasury Regulations, 2022; and Occupational Health and Safety Act,1993. Excellent verbal, liaison and writing skills. Ability to work with individuals and teams both at strategic and operational levels. The successful candidate will be required to undergo a security clearance. Skills and Competencies: Excellent understanding and proven ability to implement the Public Service Human Resource Regulatory Framework, directives as well as the laws governing human resource management. Competencies, capability and leadership. Financial management. Programme and project management. People management and empowerment. Change management. Service delivery innovation. Client orientation, customer focus, communication and ability to perform under pressure. Able to analyse and solve problems with sound judgment. Decision-making. Managing complexity. Planning and Organising. Accountability.

- Resilience. Business performance management and organisational resource management.
- DUTIES** : As the Head of the Human Resource Management and Development Chief Directorate, the successful candidate will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Development functions in the Office of the Chief Justice through: Managing the development of a strategic HR planning and policy framework that supports the objectives of the Department, facilitating the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the Department, Managing the promotion of the optimal recruitment, utilisation and retention of human resources, Ensuring the provision of human resource support services to operational staff in line with business requirements and the departmental strategy, Building capacity through human resource development and performance management, Maintaining an appropriate labour relations environment and relationships with organised labour and other key role-players, Ensuring a workforce that is equitably representative at all levels and compliance with the Employment Equity Act. Facilitating processes for ensuring that the Department has adequate human resource capacity. Promoting employee health and wellness in the Department. Undertaking a risk assessment, implementing and maintaining an effective risk management strategy. Ensuring compliance with the Public Service Act, 1994 and all prescripts related to human resource management and managing resources allocated to the Human Resource Management and Development Unit.
- ENQUIRIES** : Technical Related Enquiries: Mr N Mogale Tel No: (010) 493 2500/8770  
HR Related Enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528
- POST 17/76** : **CHIEF DIRECTOR: COURT AND CASE FLOW MANAGEMENT (SUPERIOR COURTS) REF NO: 2023/208/OCJ**  
Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R1 308 051 - R1 540 839 per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). The successful candidate will be required to sign a Performance Agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
: Matric certificate and a legal degree at NQF level 7 as recognized by SAQA. A postgraduate degree in Law / Business / Public Administration will be an added advantage. A minimum of six (6) years relevant experience in court administration or operations environment of which five (5) years' experience must be at senior management level (management of core business operations and corporate services of an organisation). A valid driving licence. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Experience in the management of the South African justice system (knowledge of the judicial functions of the courts will be an added advantage). Advanced knowledge and experience in stakeholder management practices. Proven ability to draft and quality control highly complex legal/policy and briefing documents. Experience in policy development and legal research. Knowledge of the Public Finance Management Act, 1999, Public Audit Act, 2004 and the Public Service governance frameworks. Knowledge and application of government Information and Communication Technology (ICT) policy frameworks and how ICT serve as a strategic business enabler. Knowledge of and experience in the application of good corporate governance practices. Ability and willingness to travel and work long hours. Valid driving license. Skills and Competencies: Strategic leadership capability. Change management. Performance management. Programme and Project Management. Knowledge Management and Communication. Service Delivery Innovation. Problem solving and analytical thinking. People development and empowerment. Client Orientation and Customer Focus. Excellent communication skills both verbal and writing. Financial management. Self-driven, creative and display of initiative. Ability to meet strict deadlines and to work under pressure. A keen sense for attention to detail. Organisational ability and analytical acumen.
- DUTIES** : Provide strategic and operational leadership to the administrative functioning of the Superior Courts. Manage the effective implementation of the Superior

Courts Act, 2013, in respect of court services, including support to the Judges President/Heads of Court to execute their legal mandate. Oversee the delivery of support functions provided by the Directors of Court Operations in all Superior Courts. Manage the provision of case flow management services for the Superior Courts. Develop, implement and maintain a framework and systems to monitor the statistics and performance of the Superior Courts. Provide advice and manage the shared services due to the transfer of Superior Courts functions from the Department of Justice & Constitutional Development to the Office of the Chief Justice. Manage the development, implementation, monitoring of court modernisation initiatives aimed at enhancing efficiency in the Superior Courts. Enhance administration and the information management capabilities for the entire court system. Manage and direct the development and implementation of norms, standards, processes, procedures, policies and strategies for the efficient administration of courts. Provide effective planning, finance, administrative, human and physical resources management. Facilitate and support the Judiciary in the development, implementation and review of judicial norms and standards for the judicial functioning of all courts. Provide technical support to facilitate the implementation of interventions/measures to improve the efficiency of the courts. Ensure effective quality assurance to manage risks and audit outcomes related to the court operations. Managing internal and external court stakeholder relations. Develop, implement, monitor and report on the Superior Courts' quarterly and annual performance plans.

- ENQUIRIES** : Technical Related Enquiries: Adv M Potgieter Tel No: (010) 493 2500 / 8773  
HR Related Enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528
- POST 17/77** : **DIRECTOR: INFORMATION AND COMMUNICATIONSTECHNOLOGY (ICT) OPERATIONS REF NO: 2023/209/OCJ**
- SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). The successful candidate will be required to sign a Performance Agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
: Matric certificate and a three-year Bachelor's Degree or Advanced Diploma in ICT or Information Systems or Computer Science or related equivalent qualifications at NQF Level 7 as recognised by SAQA. A relevant postgraduate qualification and Certificate in Information Security or ICT Governance or MCSE and ITIL will serve as an added advantage. A minimum of five (5) years' experience in ICT Infrastructure and Operations management. Five (5) years of experience at middle/senior management level. A valid driver's licence. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Be in a position to provide leadership and guidance to a team of specialists. Extensive experience in Data Centre Operations and Maintenance, LAN/ WAN design, deployment and Support, Unified communications, IT Services Management, Systems Security & ICT Business Continuity. Technical Competencies: Knowledge of software applications maintenance and support, including O365 packages and Windows Servers. Knowledge of relevant legislation, Standards, frameworks, the DPSSA directives and current trends in the field of ICT. Network management and security tools and solutions; Data centre management and trouble shooting of servers, end user computers. Implementation of Minimum Information Security Standards; ISO Standards, ITIL. Behavioural Competencies: Strategic capability and leadership, Programme and Project management, Financial management, Problem solving and analysis, People management and empowerment, Client orientation and customer Focus.
- DUTIES** : ICT Infrastructure management, IT Operations, ICT Service Management, Unified Communications and Information systems security. Manage and oversee the ICT service desk as a single point of contact for ICT services. Provide appropriate End user support including transversal systems to Head Office and all courts, standard hardware, software and voice/data network solutions as appropriate in accordance with standards, policies and procedures. Provide configurations management. Manage the provision of secure and stable ICT Server & Storage infrastructure (Azure & On-premises Data Centres). Plan and provide systems administration support services to enable business processes and to support business outcomes. Ensure the provision of secure and stable ICT Network infrastructure; i.e. Wide Area

networks & Local Area Network (WIFI included) for OCJ Centres. Provide collaborations platforms and technologies. Provide Information Systems and Infrastructure Security Management (Cybersecurity Management) Policy Direction. Manage the ICT security implementation, ICT Business Continuity including Disaster Recovery. Manage the ICT Service Level Agreements of the OCJ. Ensure effective and efficient ICT Asset Management (tangible and intangible assets). Provide ICT Contract Management. Spearhead Enterprise Architecture roll out from business, data, applications and technology for alignment and cost optimisation. Take lead in Green ICT initiatives for OCJ. Regular monitoring and reporting of IT Operational activities. Ensure ICT operations compliance in accordance with ICT standards, policies and procedures.

**ENQUIRIES** : Technical Related Enquiries: Ms N Nengovhela Tel No: (010) 493 2500/8751  
HR Related Enquiries: Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528

**POST 17/78** : **DIRECTOR: CONSTITUTIONAL COURT REF NO: 2023/210/OCJ**

**SALARY** : R1 105 383 - R1 302 102 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). The successful candidate will be required to sign a Performance Agreement.

**CENTRE** : Constitutional Court

**REQUIREMENTS** : Matric certificate and a three-year Bachelor's Degree or Advanced Diploma in Management, Social Sciences Public Administration or Management) or equivalent qualifications or an equivalent qualification at NQF level 7 as recognized by SAQA. An LLB Degree qualification will be an added advantage. A minimum of five (5) years' experience at middle/senior management level. A valid driver's license. Relevant work experience in the field of law, court administration or operations management environment will be an added advantage. Technical Knowledge Competencies: Public Service Act, 1994; Public Service Regulations, 2016; Basic Conditions of Employment Act, 1997; Labour Relations Act, 1995; Treasury Regulations, 2022; Public Financial Management Act, 1999; Departmental Financial Instructions; Approved departmental delegation and a good understanding of departmental prescripts, policies and frameworks (e.g. departmental codes). Behavioural Competencies: Strategic Capabilities and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication Skills (written and verbal); People Management and Empowerment; Client Orientation and Customer Focus; Honesty and Integrity.

**DUTIES** : Support the Chief Justice in the governance and leadership as the Head of the Constitutional Court. Provide management, administrative support services to all the Justices' Chambers in the Constitutional Court. Ensure efficient case flow management processes, procedures within the applicable legal and regulatory frameworks in the Registrar's office. Ensure the provisioning of library services. Ensure the effective provision of research services and management of the Law Clerks' Programme. Ensure effective case and court records / information management systems. Management of court building / facilities, security and auxiliary services. Management of human resources, finance, supply chain and assets. Ensure provision of Information and Communication Technology (ICT) services. Ensure effective quality assurance to manage risks and audit outcomes related to the court operations. Managing internal and external court stakeholder relations. Develop, implement, monitor and report on the Constitutional Court's quarterly and annual performance plan.

**ENQUIRIES** : Technical Related Enquiries: Adv D Plaatjies Tel No: (010) 493 2500/ 2561  
HR Related Enquiries: Ms L Kwinika/Ms C Gideon Tel No: (010) 4932500/2578/2528

## OTHER POSTS

**POST 17/79** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2023/211/OCJ**

**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** : Provincial Service Centre: Free State

**REQUIREMENTS** : Matric certificate and a three (3) year National Diploma/Bachelor Degree in Human Resource Management and/or Development, Public Administration or an equivalent qualification as recognised by SAQA. A minimum of five (5) years' experience in Human Resource Management of which three (3) years must be at Assistant Director level. A valid driver's license. 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. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Accuracy and attention to detail. Good administration and organisational skills. Good interpersonal skills. Ability to meet strict deadlines and to work under pressure. Ability to work independently and self-motivated. Report writing skills.

**DUTIES** : Manage the staff establishment of the province. Manage human resource administration, training and records. Manage the Performance Management and Development System. Manage conditions of service and benefits for all including OSD, MMS and SMS employees. Manage and administer PILIR in the province. Facilitate employee relations processes within the province. 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 the personnel within the HR section/unit.

**ENQUIRIES** : HR Related Enquiries: Mr. T.B Moeketsi Tel No: (051) 492 4523  
Technical Related Enquiries: Mr. L.J Kolosa Tel No: (051) 492 4523

**POST 17/80** : **VETTING INVESTIGATOR REF NO: 2023/212/OCJ**

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

**CENTRE** : National Office: Midrand

**REQUIREMENTS** : 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 three (3) to four (4) years' experience in the vetting environment. SSA vetting course will be an added advantage. Extensive experience and knowledge of all applicable legislation relating to vetting. Short courses in Analysis, Conflict Management, Listening, Interview skills and report writing skills will be an added advantage. 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. 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; Gather relevant information; Conduct proper analysis and quality check on the information; Compile and submit reports to Management and SSA on all vetting files and reports completed on a regular basis; 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; Conduct screening of service

- providers and prospective employees; Conduct ad-hoc investigations as and when required.
- ENQUIRIES** : Technical Related Enquiries: Mr S Dlamini Tel No: (010) 493 2500/2645  
HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2500/2528
- POST 17/81** : **JUDGE'S SECRETARY REF NO: 2023/215/OCJ**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West Division Of The High Court
- 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 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. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Technical enquiries: Mr O Sebatatso Tel No: (018) 397 7065  
HR related enquiries: Ms B Ontong Tel No: (018) 397 7064
- POST 17/82** : **REGISTRAR (X2 POSTS)**  
Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R293 847 – R596 127 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Division of The High Court: Mbombela Ref No 2023/213/OCJ  
Mpumalanga Division of The High Court: Middelburg Ref No 2023/214/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