

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** : **Gauteng** Division of High Court: Pretoria: 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
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.
- CLOSING DATE** : 26 June 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 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 closing date for the post of Assistant Director: Security Services with Ref No: 2023/217/OCJ advertised on Public Service Vacancy Circular 19 dated 02 June 2023 has been extended to 26 June 2023 and Food Service Aid with Ref No: 2023/229/OCJ advertised on Public Service Vacancy Circular 19 dated 02 June 2023 has been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

- POST 20/214** : **PRINCIPAL COURT INTERPRETER REF NO: 2023/230/OCJ**
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Gauteng Division of The High Court: Pretoria
 : 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 licence. Excellent communication skills. Computer literacy. Ability to work under pressure and problem solving skills. Customer service. Time management. Accuracy and attention to detail.
- DUTIES** : Rendering 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 enquiries: Ms MS Malatji Tel No: (012) 315 7602
 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 20/215** : **FOOD SERVICE AID REF NO: 2023/231/OCJ**
- SALARY** : R147 036 – R170 598 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of the High Court
 : Grade 10; A minimum of 2 years appropriate experience and relevant knowledge as a food aid; Previous experience in hospitality environment will serve as an added advantage. Ability to communicate efficiently (read, speak and write) Ability to prepare meals. Knowledge of basic cleaning and maintenance of equipment. Skills and Competencies: Good verbal communication skills. Good work ethic. Interpersonal skills. Ability to work under pressure. Attention to detail.
- DUTIES** : Maintenance of general neatness and hygiene of the work area; Responsible to assist with the preparation of Judge's conference, meetings and workshops. Collecting of food platters where needed; Food preparation as per the specified catering requests; Render assistance to Judges within the Division and the Judges' tearoom; Follow and maintain hygiene and safety directives including the use of apparatus and equipment; Responsible for the cleaning of cutlery, crockery, tearoom and boardroom; Responsible to ensure that water and juice jugs are clean and always refilled; Responsible for the preparation, serving and storing food; Responsible for the safekeeping of office/storeroom keys and report any losses, damages or theft; Perform any other duties assigned to you by the Supervisor and or Court Manager.
- ENQUIRIES** : Technical Related Enquiries: Ms V Noah Tel No: (021) 469 2619
 HR Related Enquires: Ms M Baker Tel No: (021) 469 4032