

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:** Braamfontein: 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.
- Eastern Cape Division of the High Court:** Gqeberha: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London
- Mpumalanga Division of the High Court 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.
- Kwazulu-Natal: Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54372, Durban, 4000. Application can also be hand delivered to Office of the Chief Justice, Provincial Service Centre KwaZulu Natal 1st Floor Office No 118 CNR Somtseu & Stalwart Simelane Streets, Durban
- Western Cape Division of the High Court:** 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** : 07 July 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 of 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 following posts that were advertised on Public Service Vacancy Circular 19 dated 02 June 2023 with a closing date of 19 June 2023 have been withdrawn: Administration Clerk: Asset Ref No: 2023/228/OCJ (X2 Posts), Telecom Operator Ref No: 2023/225/OCJ, and Senior Administrative Officer: Judicial Remuneration and Conditions of Service Ref No: 2023/218/OCJ. Apologies for any inconvenience caused.

OTHER POSTS

POST 21/89 : **DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION SECURITY OFFICER REF NO: 2023/232/OCJ**
Re- Advertisement (Candidates who previously applied are encouraged to re-apply)

SALARY : R811 560 - R952 485 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS :
Matric certificate and a 3 year National Diploma/Degree in IT related or equivalent qualification in Information Security at NQF Level 6 (360 Credits) as recognized by SAQA. CISSP or CISM or CASP or SABSA Certificates or Equivalent Certification. Minimum of five (5) years' experience in IT Systems Security and ICT Governance environment of which 3 years' experience must be at an Assistant Director/Middle management. A valid driver's licence. IT Security Policy Development and administration. Working knowledge and experience with ISO 27001, other related information security standards and frameworks. Good understanding of IT threats and vulnerabilities. Knowledge of Public Service Regulations. Knowledge of IT Governance including Information Security Governance. Vulnerability Management. Project Management. Information Security architecture capabilities. Broad IT understanding. Understanding of Information Security Technologies. Understand Risk Management. Skills and Competencies: Listening Skills. Analytical thinking. Forward thinking in driving innovation solution. Passionate about technology security. Good report writing skills. Problem solving skills. Communication skills.

DUTIES : ICT Risk Management Programme. Develop, Coordinate and Monitor the Information Security and Cybersecurity Programme; i.e. ensure implementation of the Information Security and Cybersecurity Program, continuous monitoring and review the Information Security management program. Vulnerability management. Develop ICT Security Policy and Procedures. Monitor implementation of Policy and Procedures. Implement effective information security awareness program. Plan and Implement IT Security skills programme for users and ICT personnel. Ensure that information security is integrated to all stages of the systems development life cycle. Ensure physical security measures for all IT Assets. Monitor the IT infrastructure for security related events. Develop and maintain ICT continuity Plans. Coordinate the implementation and maintenance of Disaster Recovery Plans; i.e DR testing etc. Champion and educate the organization about the latest security strategies and technologies. Schedule and manage all periodic security audits. Coordinate the action plans to address internal and external audit findings. Oversee the ICT project management office and provide leadership to the team. Coordinate technical controls defined within the Information Security Management Framework or program. Develop weekly,

- monthly and quarterly plans and reports for the Information Security environment.
- ENQUIRIES** : Technical enquiries: Ms N Nengovhela Tel No: (010) 493 2500
HR related enquiries: Mr. A Khadambi Tel No: (010) 493 2527
- POST 21/90** : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: 2023/233/OCJ**
- SALARY** : R811 560 - R952 485 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric certificate and a 3 year National Diploma/Degree in Strategic Management or Public Administration/Management (or equivalent relevant qualification at NQF level 6 with 360 credits) as recognised by SAQA. A post graduate qualification will be an added advantage. A minimum of 3 - 5 years' experience in a Middle Management level within strategic planning and/or reporting. A valid driver's licence
: Technical knowledge and Competencies: Knowledge of relevant legislation and understanding of Government planning processes. Behavioural competencies: Strategic capability and leadership skills, analytical thinking skills, problem solving and decision making skills, innovative and creative, people management, development and empowerment skills, financial management and budgeting skills, communication (verbal and written) skills, presentation and facilitation skills, client orientation and customer focus, results-driven, computer literacy.
- DUTIES** : Facilitate and coordinate the development of the Department Strategic plans and annual performance plans. Ensure alignment between Strategic plan, annual performance and programme's operational plans. Facilitate approval and tabling of strategic plans and annual performance to Parliament within set timeframes. Oversee the implementation of the Strategic planning processes and workshops. Advise on the alignment of Manager's performance agreements with the Strategic plans and annual performance plans. Develop and implement a Departmental Strategic planning policy.
- ENQUIRIES** : Technical related enquiries: Ms. L Legoete Tel No: 010) 493 2500
HR related enquiries: Mr. A Khadambi Tel No: (010) 493 2500/2527
- POST 21/91** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2023/235/OCJ**
Re- Advertisement (Candidates who previously applied are encouraged to re-apply)
- SALARY** : R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria Judicial Remuneration and Conditions of Service
: Matric certificate and a 3 year National Diploma/Degree in Public Administration/ Management equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years' experience in administration. Knowledge of the PERSAL System.
- DUTIES** : Facilitate the appointments of acting and permanent Judges; Administer leave of Judges in active service; Facilitate the procurement of motor vehicles for Judges in active service; Facilitate the payment of gratuities to Judges in active service, discharged Judges and surviving spouses of Judges; Manage the payment of Judges' salaries for acting Judge, permanent Judges, discharge Judges and surviving spouses of Judges. E-Judiciary Solution for Judges. Compilation of statistics and reporting, Managing Staff and comply with HR policies.
- ENQUIRIES** : Technical Related Enquiries Ms Cloudine Schubart Tel No: (012) 357 8096
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527
- POST 21/92** : **SENIOR COURT INTERPRETER REF NO: 2023/236/OCJ**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Division of The High Court: Durban
: Matric Certificate and a 3 year National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade 12 and ten (10) year's 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 Quadi-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.

ENQUIRIES : Technical Related Enquiries: Tel No: Mrs K Marais at (087) 106 1780
HR Related Enquiries: Tel No: Ms SZ Mvuyana Tel No: (031) 492 6206

POST 21/93 : **REGISTRAR REF NO: 2023/234/OCJ**

SALARY : R293 847 – R1 005 801 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 REQUIREMENTS : Western Cape Division of The High Court
: An LLB Degree or a four (4) year legal qualification. A minimum of three (3) years' legal experience obtained after qualification. Driver's license. **MR3** - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4** - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5** - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organising and decision making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality.

DUTIES : Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-trial conferences. Quality checks on Criminal Record books. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrar's 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 : HR/Technical related enquiries Ms M Baker Tel No: (021) 469 4032

POST 21/94 : **ADMINISTRATION CLERK REF NO: 2023/237/OCJ**

SALARY : R202 233 – R235 601 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria Judicial Remuneration and Conditions of Service
: Matric certificate. The following will serve as an added advantage: National Diploma in Administration or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA, a Minimum of one (1) year experience in administration. Knowledge of PERSAL System. The Directorate Judicial Remuneration and Conditions of Service performs the following functions: Facilitate the appointment of acting and permanent Judges; Administer leave of Judges in active service; Facilitate the procurement of motor vehicles for Judges in active service; Facilitate the payment of gratuities to Judges in active service, discharged Judges and surviving spouses of Judges; Manage the payment of Judges' salaries for acting Judge, permanent Judges, discharge

- Judges and surviving spouses of Judges. Compilation of monthly statistics and reporting.
- DUTIES** : Facilitate the appointment on PERSAL of acting and permanent Judges; Administer leave of Judges in active service; Facilitate the procurement of motor vehicles for Judges in active service; Facilitate the payment of gratuities to Judges in active service, discharged Judges and surviving spouses of Judges; Manage the payment of Judges' salaries for acting Judge, permanent Judges, discharge Judges and surviving spouses of Judges. E-Judiciary Solution for Judges. Compilation of statistics and reporting, Managing Staff and comply with HR policies.
- ENQUIRIES** : Technical Related Enquiries: Ms Cloudine Schubart Tel No: 012-357 8096
HR Related Enquiries: Mr A Khadambi Tel No: 010 493 2527
- POST 21/95** : **ADMINISTRATION CLERK: ASSETS REF NO: 2023/238/OCJ (X2 POSTS)**
Re- Advertisement Candidates who previously applied are encouraged to re-apply)
- SALARY** : R202 233 – R235 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court
: Matric certificate or Equivalent qualification. Relevant experience in Provisioning Administration/ Supply Chain Management will serve as an added advantage. A valid drivers licence will serve as an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good communication (written and verbal). Computer literacy (MS Office). Demonstrate a sound understanding of the PFMA, Treasury Regulations, Supply Chain Management guidelines and other related prescripts. Knowledge of the Public Sector procurement process, rules and regulations. Good interpersonal skills, good public relations skills. Ability to work under pressure and to solve problems. Customer service. Document management.
- DUTIES** : Keep and update all records on the asset register, Bar code all newly acquired assets, Conduct quarterly assets and ensure that assets in the register matches the condition of its existence, Identify Assets for disposal and facilitate the transfer thereof, Assist with the reconciliation of JYP and BAS assets register, Update records of leases on assets and maintain copies for audit purposes, Follow up on losses reported to Legal Liability and update asset requests according to asset status, Update of inventory list and assets register, compile daily, weekly and monthly statistics, Handle external and internal enquiries and assist with general office duties, Assist with the readiness for disposal committee approval. Provide any administrative support as required by the Judiciary, Court Manager and/ or Supervisor.
- ENQUIRIES** : HR/Technical Related Enquiries Ms M Baker Tel No: (021) 469 4032
- POST 21/96** : **REGISTRAR'S CLERK REF NO: 2022/239/OCJ**
- SALARY** : R202 233 – R235 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour And Labour Appeals Court: Cape Town
: Matric certificate. A Minimum of one year relevant experience and Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail. Customer service skills orientated.
- DUTIES** : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper administration of all appeal and petition processes. Ensuring proper receipt, processing, administration and filing of all appeals and applications for leave to appeal. Perform general administrative duties.
- ENQUIRIES** : HR/Technical related enquiries Ms M Baker Tel No: (021) 469 4032

- POST 21/97** : **TELECOM OPERATOR REF NO: 2023/240/OCJ**
Re- Advertisement (Candidates who previously applied are encouraged to re-apply)
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Constitutional Court: Braamfontein
: Matric certificate. Basic Computer Certificate will serve as an advantage. 1 year experience in administration will be an added advantage. Generic competencies: Problem solving, organizing, client orientation, conflict management skills and customer focus. Having communication skills both written and verbal is vital. Having attention to detail is essential. Sound Telephone Etiquette. Applicant must have initiatives skills and be flexible. Technical competencies: Knowledge of Office of the Chief Justice Legislation and operations will be an advantage. People with disability are encouraged to apply.
- DUTIES** : Provide a switchboard service to all clients. Answer, transfer and direct incoming calls in a timely manner using an updated telephone list. Updated with daily activities and Office of the Chief Justice Policy and procedures to respond to the clients. Update, maintain accurate contacts and information list of services, departments, staff members and application requirements. Report faults on telephone lines to the Information Services unit within the Department. Attend to emergency/high priority calls and forward calls to relevant business units or send the message through emails. Assist with any telephone related duties required by management. Provide highest level of prompt and friendly response related to switchboard queries. Facilitate courier services.
- ENQUIRIES** : Technical Related Enquiries: Mr. M Ngonyama Tel No: (011) 359 7590
HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527
- POST 21/98** : **TELECOM OPERATOR REF NO: 2023/241/OCJ**
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division of The High Court: Gqeberha
: Matric certificate. Basic Computer Certificate will serve as an advantage. 1 year experience in administration will be an added advantage. Generic competencies: Problem solving, organizing, client orientation, conflict management skills and customer focus. Having communication skills both written and verbal is vital. Having attention to detail is essential. Sound Telephone Etiquette. Applicant must have initiatives skills and be flexible. Technical competencies: Knowledge of Office of the Chief Justice Legislation and operations will be an advantage. People with disability are encouraged to apply.
- DUTIES** : Provide a switchboard service to all clients. Answer, transfer and direct incoming calls in a timely manner using an updated telephone list. Updated with daily activities and Office of the Chief Justice Policy and procedures to respond to the clients. Update, maintain accurate contacts and information list of services, departments, staff members and application requirements. Report faults on telephone lines to the Information Services unit within the Department. Attend to emergency/high priority calls and forward calls to relevant business units or send the message through emails. Assist with any telephone related duties required by management. Provide highest level of prompt and friendly response related to switchboard queries. Facilitate courier services.
- ENQUIRIES NOTE** : HR/Technical Related Enquiries Mr. S Mponzo Tel No: (043) 726 5217
: People with disabilities are encouraged to apply.
- POST 21/99** : **LIBRARY ASSISTANT REF NO: 2023/242/OCJ**
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of The High Court: Mbombela
: Matric Certificate. Skills and Competencies: Good written and oral communication skills. Report writing. Research and Planning. Organising and control. Computer Literacy (Microsoft Office). Creative and Analytical thinking. Problem Solving. Good Interpersonal relations. Customer Oriented. Decision making skills. Ability to work under pressure.

DUTIES

: Assist with management and control of Library and its resources in line with the library code and other applicable prescripts. Assist with ordering of library material approved by the library committee. Assist in classifying, cataloguing and indexing library material. Update loose-leaf publications. Responsible for the sub-libraries outside the court. Assist with running and maintenance of the library including the physical structure. Arrange for the binding of loose-leaf publications. Processing of standing orders. Carry boxes on delivery of books to Judges Chambers. Assist with compiling of reports on library matters.

ENQUIRIES

: Technical Related Enquiries: Mr MI Jele Tel No: (013) 758 0000
HR Related Enquiries: Mr MV Maeko Tel No: (013) 758 0000