

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:



- 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.
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.
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** : 14 July 2023
- NOTE** : 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 . 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.

OTHER POSTS

POST 22/173 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2023/243/OCJ**

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

CENTRE : Mpumalanga Provincial Service Centre: Mbombela

REQUIREMENTS : Matric certificate and a three (3) year National Diploma/Bachelor Degree in Human Resource Management and/or Development, Public Administration or an equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of five (5) years' experience in Human Resource Management of which three (3) years must be at an Assistant Director level. Knowledge of PERSAL supported by PERSAL Certificates. A Valid driver's license. Knowledge of Human Resource Management. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act, Regulations and Resolutions , Recruitment and Selection Strategies, Code of Remuneration, All Labour Legislations, Code of good conduct in the Public Service, Departmental Policies and Procedures, Batho Pele Principles, Human Resource Management Practices & Systems Skills: Management, Interpersonal, Communication (verbal and written), Computer literacy, Negotiation, Presentation, Report writing, People Management , Problem solving, Decision Making Skills and Competencies: Management, Interpersonal, Communication (verbal and written), Computer literacy, Negotiation, Presentation, Report writing, People Management, Problem solving and Decision Making.

DUTIES : Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Province, Manage the effective implementation of recruitment and selection policy in the Province, Facilitate the coordination of the implementation of Performance Management Policy in the Policy, Manage the coordination of Human Resource Development interventions and the implementation of Human Resource Development Policies and Programmes in the Province, Manage the administration of service benefits, leave of staff in the Province including OSD, MMS and SMS. Manage Labour Relations. Manage and administer PILIR in the province. Manage all the resources in the Directorate.

ENQUIRIES : Technical Related Enquiries: Ms. J Ngobeni Tel No: (013) 758 0000
HR Related Enquiries: Ms. C Msimango: (013) 758 0000

POST 22/174 : **OFFICE MANAGER / ADMINISTRATIVE SECRETARY: CHAMBERS OF THE DEPUTY CHIEF JUSTICE REF NO: 2023/244/OCJ**
(3 -Year Contract)

SALARY : R424 104 – R496 467.per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : Matric certificate and a three-year National Diploma/ Bachelor's Degree in Office Management or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' relevant experience in an Office Administration environment of which two years must be at supervisory level (7/8). A valid driver's licence. Skills and Competencies: Job Knowledge of office management responsibilities, systems and procedures. Knowledge of the functioning of an executive office. Excellent Communication skills. Proficiency in English (verbal and written). Knowledge of Electronic Information Resources and online retrieval. Strong Leadership and Management Capabilities. Ability and willingness to travel often and work long hours. Ability to meet strict deadlines and to work under pressure. A sense of

- attention to detail. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
- DUTIES** : Manage the Chamber responsibilities/duties of the Deputy Chief Justice. Provide Administrative and secretarial support to the Deputy Chief Justice. Provide receptionist Services in the Chambers of the Deputy Chief Justice. Provide support to the Deputy Chief Justice with regard to preparation in for meetings. Provide assistance to the Deputy Chief Justice in support of his extra judicial responsibilities. Liaise with all stakeholders with regard to matters emanating from the Chambers of the Deputy Chief Justice. Check and manage all incoming and outgoing correspondence from the Chambers of the Deputy Chief Justice with other stakeholders. Facilitate that reports and documents are processed timeously for the Deputy Chief Justice in preparation for official commitments.
- ENQUIRIES** : Technical and HR related enquiries: Ms L Kwinika Tel No: (010) 493 2500 /2578
- POST 22/175** : **SENIOR PRACTITIONER HR INFORMATION SYSTEM (PERSONNEL CONTROLLER), REF NO: 2023/245/OCJ**
Re Advertisement Candidates who previously applied need not reapply.
- SALARY** : R359 517 – R420 402,per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric certificate and a three-year National Diploma/ Bachelor's Degree in Human Resource Management or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of two (2) years' experience in a role relating to Human Resources Management and Human Resource Information Systems (HRIS) environment. Understanding of HRM functions and role in the department. Should have completed PERSAL training courses in Introduction to PERSAL; Personnel Administration and Establishment. PERSAL controller course and an understanding of Vulindlela System would be an added advantage. A valid driver's license. The candidate should have a willingness to travel. Skills and Competencies: Sound knowledge of the Public Service Act and Public Service Regulations. Sound knowledge of prescripts and policies in relation to Human Resources Information Systems. Good governance and Batho Pele Principles. In-depth knowledge and working experience on PERSAL. Ability to manage data and provide reports using PERSAL. Computer literacy in MS programmes and competency in EXCEL. Project Management. Presentation Skills. Problem Solving and Analysis. Report writing and researching skills. People and Resource Management Skills. Communication Skills (both written and verbal). Good interpersonal relations and motivating skills. Innovative thinking. Attention to details imperative. Time management (organising, coordinating and planning). Ability to work individually and in a team. Ability to work under pressure. Ability to adapt to change. Take accountability and responsibility.
- DUTIES** : To maintain Human Resource and staff establishment Information system, Management of PERSAL in the HR sphere. Conduct an analysis of human resource information and produce reports to facilitate decision-making in collaboration with other units. Facilitate and co-ordinate the development, implementation and maintenance of the Departmental Human Resource Strategies. Compile and maintain HR reports to ensure progress against set targets. Provide secretariat service on the Employment Equity Committee.
- ENQUIRIES** : Technical related enquiries: Mr SW Meko Tel No: 010 493 2526
HR related enquiries: Mr. A Khadambi, Tel No: (010) 493 2527
- POST 22/176** : **JUDGE'S SECRETARY, REF NO: 2023/246/OCJ**
- SALARY** : R294 321 - R343 815. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of The High Court: Cape Town
- REQUIREMENTS** : Matric Certificate with typing/ Secretarial Diploma. A minimum of one year secretarial / Office assistant experience. Short listed candidates will be required to pass a competency/typing test. Added Advantage: A valid driver's license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BComm and a Paralegal Qualification. 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 care service skills; Excellent typing skills; Confidentiality; Time management; Computer literacy (MS Office); Research capabilities;
- DUTIES** : Typing; arrange and diarize appointments. Meetings for official visits, make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files, documents and provide copies of documents to the Registrar. Perform digital recording of Court Proceedings on urgent court cases after hours and ensure integrity of such recordings. Store, keep and file Court records safely. Accompany the Judge to the Courts. Management of Judge's vehicle, logbook and when required, 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 receptions for the Judge and his or visitors and attend to their needs. Management of Judges library and updating of documentation. Execute legal Research as directed by the Judge and comply with prescripts, Departmental Policies, Procedures and guidelines.
- ENQUIRIES** : Technical and HR related enquiries: Ms M Baker (021) 469 4032
- POST 22/177** : **REGISTRAR REF NO: 2023/247/OCJ (2 POSTS)**
- 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** : Mpumalanga Division Of The High Court: Mbombela
Mpumalanga Division Of The High Court: Middelburg
- 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. 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, 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 related 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