

## 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 (Act 55) 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:** Johannesburg: Randburg: 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.
- : **Polokwane / Thohoyandou/ Limpopo Provincial Service Centre:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstien Street, Polokwane, 0699.
- : **Free State:** 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.

**CLOSING DATE**  
**NOTE**

- : 28 July 2023
- : 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 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 post of Office Manager/Administrative Secretary: Chambers of the Deputy Chief Justice (three Year contract for Constitutional Court: Braamfontein with Ref No: 2023/244/OCJ advertised on Public Service Vacancy Circular 22 dated 30 June 2023 with a closing date of 14 July has been withdrawn. Apologies for any inconvenience caused.

#### **OTHER POSTS**

- POST 24/74** : **SENIOR LIBRARIAN REF NO: 2023/248/OCJ**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of High Court: Johannesburg  
 : Matric Certificate and a three (3) year National Diploma /Degree in Library or Information Science or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 2-3 years relevant experience and a valid driver's license.
- DUTIES** : Manage All orders (books, equipment and furniture etc.) for the library; in charge of all payments for the goods delivered and service rendered in the Library; handle all correspondence and claims; day to day running of the Library; liaise with the chairman of the Library Committee on day to day matters; Conduct awareness campaigns on Library service; registration of new publications; responsible for amending the entire loose leaf publications available in the Library; provide accurate and updates information as may be amended by the legislation; identify assets for disposal and facilitate the transfer thereof. Conduct annual stock take of Library books. Receive and disseminate all judgments in the Library. Manage Law reports and journal circulation. Conduct information searches on the electronic information retrieval resources. Managing loan register.
- ENQUIRIES** : Technical enquiries: Ms R Madisha Tel No: (010) 494 8466  
 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 24/75** : **SENIOR COURT INTERPRETER REF NO: 2023/249/OCJ**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Free State Division of The High Court  
 : Matric certificate. A National Diploma in Legal Interpreting at NQF level 5 or equivalent relevant qualification and a minimum of three (3) years' practical experience in court interpreting OR Matric Certificate plus ten (10) years' practical experience in court interpreting. A valid driver's license. Proficiency in English and Afrikaans and two or more of the following indigenous languages: Sesotho, Isizulu and Isiwati. Knowledge of any foreign language will be an added advantage. Candidates will be required to undergo oral and written language proficiency testing. Computer literacy (MS Office). Excellent communication skills (verbal and written). Good interpersonal relations. Accuracy and attention to detail. Problem solving skills and ability to work under pressure. Confidentiality and listening skills. Customer service skills. Analytical thinking and time management skills. Planning and organizing skills.
- DUTIES** : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Render interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of interpreters. Perform specific line administrative support functions to the judiciary, court manager and supervisor.
- ENQUIRIES** : Technical related enquiries: Mr. P.J Soke Tel No: (051) 492 4523  
 HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4523

<b><u>POST 24/76</u></b>	:	<b><u>SENIOR COURT INTERPRETER REF NO: 2023/250/OCJ</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Limpopo Division of The High Court: Polokwane
	:	Matric certificate. A National Diploma in Legal Interpreting at NQF level 5 or equivalent relevant qualification and a minimum of three (3) years' practical experience in court interpreting OR Matric Certificate plus ten (10) years' practical experience in court interpreting. A valid driver's license. Proficiency in English and Afrikaans and two or more of the following indigenous languages: Sesotho, Isizulu and Isiswati. Knowledge of any foreign language will be an added advantage. Candidates will be required to undergo oral and written language proficiency testing. Computer literacy (MS Office). Excellent communication skills (verbal and written). Good interpersonal relations. Accuracy and attention to detail. Problem solving skills and ability to work under pressure. Confidentiality and listening skills. Customer service skills. Analytical thinking and time management skills. Planning and organizing skills.
<b><u>DUTIES</u></b>	:	Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Render interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of interpreters. Perform specific line administrative support functions to the judiciary, court manager and supervisor.
<b><u>ENQUIRIES</u></b>	:	HR/Technical related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758
<b><u>POST 24/77</u></b>	:	<b><u>PERSONNEL PACTITIONER REF NO: 2023/251/OCJ</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Limpopo Division of The High Court: Thohoyandou
	:	Matric certificate and a three (3) years' National Diploma/Degree in HRM/ Public Administration/Management or Equivalent Qualification. At least three (3) years functional experience in Human Resource Management within the Public Service. Extensive knowledge of PERSAL system (Attach certificates). Supervisory experience will be an added advantage. Skills and Competencies: Computer literacy. Knowledge of the relevant Human Resource Management Legislation/ Directives. Knowledge of PERSAL system. Good communication skills (written and verbal). Good interpersonal and public relation skills. Good administration and organizational skills. Customer Service Skills. Time management and Confidentiality. Supervisory and leadership skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service e.g. Personnel development, performance management and discipline, and ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing Medical, Injury on duty, Terminations, Long service recognition, Overtime, relocation, Pension, allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice the Department/personnel on HR Administration matters to enhance the correct implementation of HR Management practices. Approve transaction on PERSAL according to delegations. Prepare reports on Human Resource Administration issues and statistics.
<b><u>ENQUIRIES NOTE</u></b>	:	HR/Technical related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758
	:	Persons with disability are encouraged to apply.
<b><u>POST 24/78</u></b>	:	<b><u>PROVISIONING ADMINISTRATIVE OFFICER REF NO: 2023/252/OCJ</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Limpopo Provincial Service Centre
	:	Matric Certificate and a three-year National Diploma/ Degree in Public Administration/Management, Accounting, Economics/Finance or any relevant equivalent qualification at NQF level 6 with 360 credits as recognized by ASQA.

A minimum of three (3) years relevant experience in Supply Chain Management, Fleet Management & Asset Management. A valid driver's license. Knowledge of the Public Finance Management Act, Treasury Regulations, Supply Chain Management procedure, Fleet Management and Asset Management. Knowledge of Basic Accounting Systems (BAS) and Justice Yellow Pages (JYP) will be an added advantage. Skills and Competencies Computer Literacy. Excellent Communication Skills (verbal and written). Understanding of PFMA, DFI, and Preferential Procurement Regulation. Problem Solving Skills. Ability to work under pressure and deliver Accounting to tight deadlines. Ability to work individually and within a Team. Sound Organising and Planning Skills. Customer Orientation and Leadership Abilities.

**DUTIES** : Supervise Subordinates within Supply Chain, Asset and Fleet Management Section. Receive request for quotations from different components. Overseeing the process of sourcing quotes; Maintain Supplier database in compliance with Supply Chain Management Policies Ensure proper and valid supporting documents are attached for each request Provide Administration Support to Provincial Control Committee; Ensure that the procurement of Goods and Services are within respective delegation of Authority; Verify allocations, Items and amounts of the requisitions before processing. Approve manual requisitions for LP Service Centre and RFQ's for Province. Ensure that all open orders and requisitions for the Province are cleared on monthly basis. Ensure that invoices are paid within 30 days as prescribed. Monitor that stores items are issued to end users. Updating, replenishment and Stock takes are conducted. Perform any Asset Management duties/function in the province.

**ENQUIRIES** : Technical Related Enquiries: Ms. T.J Hughes Tel No: (015) 495 1736  
HR Related Enquiries Ms. R.F Mathobela/ Ms. E.M Ramaphakela Tel No: (015) 495 1758/1744

**POST 24/79** : **LIBRARY ASSISTANT REF NO: 2023/253/OCJ**

**SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Limpopo Division of The High Court: Polokwane  
**REQUIREMENTS** : Matric certificate. The following will serve as an added advantage: Appropriate experience in general administration or court related functions and a valid driver's license. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organizing 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. Planning, organizing and skills. Customer service skills orientated.

**DUTIES** : Render efficient and effective support services to the Court. Issuing of Court process at General Office. Render case management duties. Render counter service duties/functions. Prepare, analyse and submit Court statistics. Maintain and keep all registers for Civil and Criminal matters. Filing and archiving of both Civil and Criminal process. Attending to case management and set down notices. Act as a liaison between Judges and Legal Practitioners. Requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes. Attend to complaints from prisoners and members of the public. Perform administrative duties in respect of mental health, petition, review and appeal matters. Act as a liaison between Registrar and Legal Practitioners. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

**ENQUIRIES** : Technical Related Enquiries: Mr. A.I Nemukula Tel No: (015) 495 1745  
HR Related Enquiries: Ms. R.F Mathobela/ Ms. E.M Ramaphakela Tel No: (015) 495 1758/1744