

OFFICE OF THE CHIEF JUSTICE

**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/Makhanda: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- : **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.
- : **Gauteng Division: 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.

CLOSING DATE

- : 04 August 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 (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 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 25/48 : **DEPUTY DIRECTOR: RECRUITMENT AND PLANNING, REF NO: 2023/254/OCJ**

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

CENTRE REQUIREMENTS : National Office: Midrand
 : 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 of 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.

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. Assist during the HR planning process and Submit reports related to HR planning to Management.

ENQUIRIES : Technical Related Enquiries: Ms S Tshinido Tel No: (010) 493 2500
 HR Related Enquiries: Mr A Khadambi: Tel No: (010) 493 2500

POST 25/49 : **DEPUTY DIRECTOR: COORDINATION & ADMINISTRATION REF NO: 2023/256/OCJ**

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

CENTRE REQUIREMENTS : Constitutional Court: Braamfontein
 : Matric Certificate and an LLB/BA/Bcom Degree or equivalent qualification at NQF Level 8 with 480 credits as recognised by SAQA. LLM will serve as an added advantage. A minimum of three (3) years' experience in legal, research at Assistant Director/middle management level. A valid driver's license. Willingness to work outside normal working hours. Generic Competencies: Attention to detail. Problem solving. Interpersonal and diplomacy. Meticulous. Diligent, organized, Punctual, flexible and team player Applicant must have initiatives skills and be flexible. Technical competencies: Public Finance Management Act (PFMA). Basic Employment Condition Act. Labour Relations Act.

DUTIES : Lead and manage the transformation within the office. Encourage an effective and efficient performing culture for Law Clerks. Provide overall leadership by ensuring coordination as well effective functioning of the unit. Develop and implement best practices, policies, procedures and internal control systems. Facilitate the recruitment and selection of Law Clerks program. Ensure drafting and placement of the advert. Ensure the development and quality assurance of the master list. Ensure timeous distribution to the Law Clerks Committee. Facilitate shortlisting and interview process in consultation with the Justices. Ensure that personnel suitability checks and verification of qualifications for recommended candidates are conducted. Oversee the administration of Practice Directions issued by the Chief Justice. Ensure compliance with court processes and rules of the Constitutional Court. Ensure and support case flow management after consultation with general office. Ensure proper and effective communication with Director Court Operations. Modernise research methodologies and/or technologies and ensure relevant research material is at all times available. Disseminate relevant information to the Law Clerks. Ensure implementation of training and development initiatives of Law Clerks within the Constitutional Court. Ensure the provision of orientation and induction programs within the unit. Facilitate and coordinate training courses or programs for the law clerks in consultation with the Law Clerk Committee. Ensure the development Programme are implemented effectively. Conduct skills audit and consolidate training needs. Conduct briefing and feedback sessions of the law clerks Programme. Supervise and Develop Law Clerks. Ensure general supervision of Law Clerks. Allocate duties and perform quality control on the work delivered by officials. Develop and manage the monthly leave plan and reporting. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Technical Related Enquiries: Ms. Z Sondlo Tel No: (011) 359 7400
HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527

POST 25/50 : **COURT MANAGER REF NO: 2023/258/OCJ**

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

CENTRE : Eastern Cape Division of The High Court: Gqeberha
REQUIREMENTS : Matric Certificate and a three (3) National Diploma/Degree in Management or Administration or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 6 years managerial experience (Assistant Director level). A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure.

DUTIES : Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Development services, overall Financial, Asset and Supply Chain Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.

ENQUIRIES : Technical Related Enquiries: Mr Z Mahanjana Tel No: (043) 726 5217
Hr Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

POST 25/51 : **SENIOR LAW RESEARCHER REF NO: 2023/ 257/OCJ**

SALARY : R491 403 – R578 841 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division High Court: Pretoria
REQUIREMENTS : Matric certificate and an LLB degree or four (4) years' recognised legal qualification as recognised by SAQA. A minimum of two (2) years' relevant legal experience. A minimum of three (3) years' legal research experience. Three (3) years' supervisory experience. A valid driver's licence. Knowledge of

- Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat). Excellent research skills. Report writing and editing skills. Skills and Competencies: Excellent communication skills (written and verbal). Problem analysis, solving and planning skills. Decision making skills. Time management skills. Creative and analytical skills. Supervisory skills.
- DUTIES** : Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge. Read all the relevant material and analysis it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge's attention. Prepare a comprehensive, prandum on the outcome of the research. Proof read all judgement, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original test to ensure correctness. Correct mistakes with the help of track changes so that judges can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic formats on legal issues, as requested by a Judge. Supervise all Law Researchers.
- ENQUIRIES** : Technical enquiries: Ms PN Shandu Tel No: (012) 315 7564
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 25/52** : **OFFICE MANAGER / ADMINISTRATIVE SECRETARY: CHAMBERS OF THE DEPUTY CHIEF JUSTICE REF NO: 2023/255/OCJ**
(3 -Year Contract)
Re-advertisement of Ref No: 2023/244/OCJ, candidates who previously applied are encouraged to re-apply.
- 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' in an Office Administration environment. A valid driver's licence. LLB degree or four (4) years recognized legal qualification as recognized by SAQA and admission as an attorney or advocate in the High Court will serve as an added advantage. 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). Excellent research skills, report and legal drafting skills will also be an added advantage.
- 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. Perform any other duty assigned by the Supervisor such as research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by the Deputy Chief Justice. Draft competent research memorandums for the Deputy Chief Justice. Retrieve and analyse pertinent information in order to prepare draft speeches and papers for local and international conferences and seminars.
- ENQUIRIES** : Technical related enquiries: Mr S Meko Tel No: (010) 493 2526
HR related enquiries: Mr A Khadambi Tel No: (010) 493 2500

POST 25/53 : **ASSISTANT DIRECTOR: STATISTICAL REPORTING AND ANALYSIS, REF NO: 2023/259/OCJ**

SALARY : R424 104 – R489 384 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape Division of The High Court: Makhanda
REQUIREMENTS : Matric Certificate and a National Diploma in Statistics/ Bachelor's Degree in Statistics or any relevant equivalent qualification at NQF level 6 at 360 credits recognised by SAQA. Experience of which one (1) year must be on a supervisory level. Experience in statistical analysis and reporting. A valid driver's license. Skills and Competencies: Computer Skills (MS Office – especially Excel). Excellent communication skills (verbal and written). Planning and organising, problem solving, numerical skills. Attention to detail. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.

DUTIES : Manage and administer data collection on court processes. Identify data required. Collate data on a uniform tool as requested. Ensure accurate data is collected and checked. Analyse data information into the format required. Maintain databases with datasets. Enter data into the reporting tools. Liaise with sources of information. Identify training needs and offer information sessions and training. Follow-up, verify and clean the data before processing. Keep/check and analyse the court's monthly, quarterly and annual statistics and the submission thereof. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Manage the staff component and related functions.

ENQUIRIES : Technical Related Enquiries: L. Marshall-Reen Tel No: (046) 6035000
Hr Related Enquiries: S Mponzo Tel No: (043) 7265217

POST 25/54 : **STATE ACCOUNTANT REF NO: 2023/260/OCJ**

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

CENTRE : Gauteng Division High Court: Pretoria
REQUIREMENTS : Grade 12 and a three (3) year National Diploma/Degree in Financial Management/Accounting or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in financial environment, knowledge and experience in Basic Accounting System (BAS) and personnel and salary administration (PERSAL). Job related knowledge including legislation which governs Financial Management. Skills and Competencies: In depth knowledge of Standard Chart of Accounts (SCOA). A valid driver's licence is required. Computer literacy. Good communication skills (written and verbal). Good interpersonal skills. Attention to detail. Planning and organizing skills. Flexibility. Ability to work as part of a team. Excellent communication skills. Analytical skills. Ability to work under pressure and meet deadlines. Solution-orientated. Service delivery Innovation (SDI). Client orientation. Customer focus.

DUTIES : Authorisation of transactions on BAS, ensuring financial documents are audit compliant in the Province. Attend to audit queries from internal and external audits. Management of the petty cash, perform day end and deposit confirmation. Ensure invoices are processed within 30 days. Monitor budget and expenditure trends, compilation of Medium-Term Expenditure framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure inputs. Facilitate and compile financial monthly reports. Detect and facilitate correcting of misallocations. Staff Supervision. Ensure financial documents are well maintained. Overall payroll administration. Perform all duties related to Financial Management.

ENQUIRIES : Technical enquiries: Ms MS Malatji Tel No: (012) 315 7602
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

POST 25/55 : **ADMINISTRATION CLERK REF NO: 2023/261/OCJ**

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

CENTRE : Labour & Labour Appeals Court: Cape Town
REQUIREMENTS : Matric Certificate. Experience in Clerical/ Administration functions and a valid driver's licence will be an added advantage. Understanding of confidentiality in Government Skills and Competencies: Good verbal communication skills

- (written and verbal) Computer literacy (MS Office) Good interpersonal and public relations skills. Ability to work under pressure and to solve problems. Customer service Document management.
- DUTIES** : Provide support services to Case Flow Management. Render effective and efficient support services to the court. Render counter service duties/ functions. Attend to queries from the public and stakeholders. Document management. Act as liaison between Registrar and Legal Practitioners. Assist with HR Support. Assist with Asset Management. Assist with Supply Chain Management. Provide any administrative support as required by the Judiciary, Court Manager and / or supervisor.
- ENQUIRIES** : Technical Related Enquiries: Mr R Wesso Tel No: (021) 424 9035
Hr Related Enquiries: Ms. M Baker Tel No: (021) 469 4032
- POST 25/56** : **DATA CAPTURER REF NO: 2023/262/OCJ**
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division High Court Pretoria
: Matric Certificate or equivalent qualification. Experience in data capturing will serve as an added advantage. Skills and Competencies: Good communication skills (verbal and written) Job knowledge. Planning and organisational skills, Flexibility. Teamwork. Good interpersonal skills. Advanced computer skills. Ability to work under pressure.
- DUTIES** : Provide administration support services. Capture and update data from available records into the required formats e.g. databases, table, spreadsheet. Generate spreadsheets. Update the system on all data sets. Validate and review data (for quality purposes) to ensure correctness, completeness, and consistency. Compile and update routine statistical information/reports and registers. Receive, register and track records or documents submitted for further processing. Capture routine transactions on computer such as the transfer of information from manual records to electronic records. Provide routine and administrative maintenance services. Continuous updating of information on computer for reporting purposes and retrieving information required. Verify query missing data an errors observed during data entry. Submit data. Make regular backups of data. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to the component.
- ENQUIRIES** : Technical enquiries: Ms T Ledwaba Tel No: (012) 315 7412
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515