

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**

- : **National Office Midrand** 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.
- 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.
- Polokwane/Thohoyandou:** 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 & Bodenstein Street, Polokwane, 0699
- Supreme Court of Appeal:** Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- KZN:** 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

: 14 August 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 shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. 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 Library Assistant with Ref No: 2023/253/OCJ advertised Public Service Vacancy Circular 24 dated 14 July 2023 with a closing date of 28 July 2023 and the post of Deputy Director: Recruitment and Planning with Ref No: 2023/254/OCJ advertised Public Service Vacancy Circular 25 dated 21 July 2023 with a closing date of 04 August 2023 have been withdrawn, Apologies for any inconvenience caused.

MANAGEMENT ECHELON

<u>POST 26/83</u>	:	<u>DIRECTOR: HR PRACTICES AND ADMINISTRATION REF NO: 2023/263/OCJ</u>
<u>SALARY</u>	:	R1 162 200 – R1 365 411 per annum (Level 13), (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand : Matric certificate and a three-year Bachelor's Degree or Advanced Diploma in in Human Resource Management or Development, Public Administration or Management or an equivalent related qualification at NQF level 7 as recognized by SAQA. A relevant postgraduate qualification will be an added advantage. A valid driver's licence, Relevant and extensive work experience in Human Resource Practices and Administration, of which five (5) years must be at middle/senior managerial level with a specific focus on recruitment, selection, planning and conditions of service and benefits. Knowledge and good understanding the Public Service Act, 1994; Public Service Regulations, 2016; Labour Relation Act, 1995; Employment Equity Act, 1998; Basic Conditions of Employment Act, 1997; White Paper on Transformation of the Public Service, 1995; Public Financial Management Act, 1999; Treasury Regulations, 2022, Treasury Instructions and Occupational Health and Safety Act, 1993 and the implementation of the Occupational Specific Dispensation (OSD). Knowledge and good understanding of policy development, review and implementation. The Nyukela Public Service SMS Pre-entry Programme

(certificate) will be required prior to appointment. Knowledge and experience across the HR management and development spectrum. Required skills: Strategic Management & Leadership, Stakeholder Management, Project Management, People Management and Empowerment, Service Delivery Innovation, Financial Management, Change Management, Client Orientation and Customer Care, Good communication skills (verbal and written) and Computer literacy. Good interpersonal and mediation and the ability to think strategically and innovatively. Ability to perform under pressure, and able to analyse and solve problems with sound judgment. Decision-making. Managing complexity. Planning and Organising. Accountability. Resilience. Business performance management and organisational resource management.

DUTIES

: The successful candidate will ensure Development and provision of strategic leadership and direction with respect to the following key functions: Monitoring the implementation of HR legislative framework and directives; Managing and coordinating the development and implementation of recruitment and selection processes; Management of compensation and the conditions of service of employees by ensuring effective processing and implementation of allowances, leave including PILIR, housing, pension, overtime, service terminations, long service recognition etc.). Monitoring HR trends and developments to inform recruitment and selection processes. Ensuring the alignment of recruitment strategies and plans to the approved HR Plan; Advising on strategies to align recruitment to the available personnel budget in consultation with the CFO; Evaluating the impact of Human Resource Practices and Administration processes; Implementing human resource planning, strategies and processes in line with the department's mandate, objectives and personnel budget allocation. Implementing of the Employment Equity Plan; Managing the analysis of HR reports; Overseeing the development of Operational Plans to give strategic direction to business units. Compiling management reports on performance against operational plan. Developing, reviewing and implementation of HR Practices and Administration policies, procedures, processes and standard operating procedures (SOPs) to ensure efficient and effective service delivery. Build the culture of high performance and accountability by creating internal communications platforms to ensure broadened understanding and adherence to HR Practices and Administration. Management of human resource personnel records by ensuring proper document management system. Management of risk by proactively identifying and analysing the risk areas related to HR Practices and Administration Dealing with audit findings and implementation of mitigating action plans. Creating risk awareness amongst staff by providing support and training on HR Practices and Administration.

ENQUIRIES

: Technical Related Enquiries: Mr N Mogale Tel No: (010) 493 2500/8770
HR Related Enquiries: Ms S Tshidino / Mr K Mphela/ Mr. A Khadambi Tel No: (010) 493 2500/2528

OTHER POSTS

POST 26/84

: **SENIOR LAW RESEARCHER REF NO: 2023/264/OCJ**

SALARY

: R527 298 – R612 622 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 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. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat). Excellent research skills. Report writing and editing skills. 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 text 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 26/85** : **ASSISTANT DIRECTOR: STATISTICAL REPORTING AND ANALYSIS REF NO: 2023/265/OCJ**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : KZN Provincial Service Centre
- REQUIREMENTS** : Matric Certificate a three (3) year National Diploma in statistics or equivalent qualification at NQF Level 6 (360 Credits) as recognized by SAQA. A relevant Bachelor Degree or Postgraduate in Statistics at NQF level 7 will be an added advantage. A minimum of three (3) years practical and relevant experience in statistical analysis and reporting of which one (1) year must be managerial/supervisory experience at least on salary level 7. A valid driving license. Skills and Competencies: Computer Skills (MS Office especially Excel). Excellent communication skills (verbal and written). Planning and organizing, 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 Enquiries: Ms M Ries at 087 1061 779
HR Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206
- POST 26/86** : **LAW RESEARCHER REF NO: 2023/266/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** : Supreme Court of Appeal: Bloemfontein
- REQUIREMENTS** : Matric Certificate and an LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently.
- 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 format on legal issues, as requested by the judges and other personnel of the court. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes.

- Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Attend to additional duties as assigned.
- ENQUIRIES** : Technical Related Enquiries: Ms C.A Martin Tel No: (051) 492 4623
Hr Related Enquiries: Ms N. De La Rey Tel No: (051) 492 4523
- POST 26/87** : **LAW RESEARCHER REF NO: 2023/267/OCJ**
- SALARY** : R424 104 – R508 692 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Thohoyandou High Court
Matric plus an LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of two (2) years' legal experience obtained after qualification, A minimum of three (3) years' legal research experience and completed articles will be an advantage, Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat), Skills and Competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problems analysis, solving and planning skills. Computer literacy (MS Word). Project management, including planning and organising ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Ability to work under pressure. Time management skills. Creative and analytical skills.
- DUTIES** : Perform all legal duties for the Judges to enable them to prepare judgements. Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge. Read all relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/ or the Judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes on in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes to that the Judge can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic format on legal issues as requested by a Judge. Read all the relevant material and analyse it thoroughly. Prepare PowerPoint presentations. Perform quasi – judicial functions. Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence. Performing any court – related work requested to improve the efficiency of the court.
- ENQUIRIES** : Ms. R.F Mathobela/ Ms. E.M Ramaphakela: Tel No: (015) 495 1758/1744
Technical enquiries Ms. M.M.G Phaswane Tel No: (015) 495 1812
- POST 26/88** : **STATE ACCOUNTANT REF NO: 2023/268/OCJ**
- SALARY** : R294 321 – R343 815 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 a three-year National Diploma/Degree in Financial Management/Accounting or equivalent qualification at NQF level 6 equivalent 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. 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 26/89** : **REGISTRAR'S CLERK REF NO: 2023/269/OCJ**
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court
Matric certificate. The following will be an added advantage: Experience in general administration or court related functions, a valid driver's license. 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, planning, organizing and skills and 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 processes, 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 liaison between Registrar and Legal Practitioners, provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.
- ENQUIRIES** : Technical and HR related enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
- POST 26/90** : **LIBRARY ASSISTANT REF NO: 2023/270/OCJ**
(Re - advertisement candidate 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** : Limpopo Division of The High Court: Polokwane
Matric certificate or equivalent qualification; Two years Library experience will be an added advantage. Skills and Competencies: Good communication skills (written and verbal). Report writing. Research and Planning. Organising and control. Computer Literacy (Microsoft Office). Problem Solving. Good Interpersonal relations.
- DUTIES** : Proactively manage and perform all aspects of law library operations. Assist with tracking of Law Library collections. Track usage of online research database to ensure they are within the limits of the budget. Select and recommend potentially beneficial new acquisitions to the library committee. Annotations and updating of legislations. Circulation of legislation (Journals and Government gazettes). Liaise with publishers and address queries. Verify orders and file the library material accordingly. Continuously review library collections for duplicate, obsolete or superseded materials, keep library registers and perform any other administrative duties.
- ENQUIRIES** : HR/Technical related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758
- POST 26/91** : **DATA CAPTURER REF NO: 2023/271/OCJ**
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of The High Court: Pretoria
Matric Certificate or equivalent qualification. Experience in data capturing will serve as an added advantage. 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 error 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