

## 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.

**Northern Cape:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X5034, Kimberley, 8300 or hand deliver applications to the High Court, 5 Sol Plaatje Drive, CBD, Kimberley, 8301

**North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng

**Supreme Court of Appeal:** 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

**Mthatha:** 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

**Thohoyandou:** 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 & Bodenstein Street, Polokwane, 0699

**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.

**Free State Provincial Service Centre/Supreme Court of Appeal:** 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**

: 21 August 2023

**NOTE**

: 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 121 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 Deputy Director: Recruitment and Planning, Ref No: 2023/254/OCJ advertised on Public Service Vacancy Circular 25 dated 14 July 2023 with a closing date of 04 August 2023 has been withdrawn, Apologies for any inconvenience caused.

#### **OTHER POSTS**

**POST 27/52** : **DEPUTY DIRECTOR: RECRUITMENT, SELECTION AND PLANNING REF NO: 2023/274/OCJ**

**SALARY** : R811 560 – R 952 485 per annum, (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand

**REQUIREMENTS** : Matric certificate and a three (3) year National Diploma/Bachelor Degree in Human Resource Management or Development, Public Administration or Management or an equivalent related 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 Occupational Specific Dispensation (OSD) implementation. 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, especially in EXCEL, Negotiation, Presentation, Report writing, People Management, Problem solving, Decision Making.

**DUTIES** : Reporting to the Director: Human Resources Practices and Administration, the successful candidate will oversee the overall management of the Sub-directorate: Recruitment, Selection and Appointments and perform the following key functions: Manage the overall recruitment and selection function and provide support in the recruitment and placement of competent human resources in the Department, including the implementation of Occupation Specific Dispensation (OSD). Provide support in the development and effective implementation of the recruitment strategy and policy Maintain relevant reports and databases to enable effective management decision making Provide support and advice to Line Managers including Provincial Service Centres on Recruitment, Selection and Appointment matters and ensure compliance with applicable HR legislation and policies. Oversee the development, implementation, monitoring and continuous review of appropriate HR policies, guides, processes and procedures, Manage employment contracts, and temporary appointments and assist with service level agreements entered into with various service providers. Manage and mitigate audit queries, Oversee quality output of recruitment activities including but not limited to submissions, memorandums and letters Manage staff within the Sub-directorate. Assist

- during the planning process and submit HR Metrics reports to Management for planning processes.
- ENQUIRIES** : Technical Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500  
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- POST 27/53** : **OFFICE MANAGER REF NO: 2023/275/OCJ**
- SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape Division of The High Court: Kimberly  
: Matric certificate and a three year National Diploma or Degree in Office Administration / Management or equivalent related field of study at NQF level 6 with (360 credits) as recognised by SAQA. A minimum of three (3) years managerial/supervisory experience at least on salary level 7. A valid driver's licence. An LLB will serve as an added advantage. Skills and Competencies: Knowledge of office management responsibilities, systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Strong Leadership and Management Capabilities. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
- DUTIES** : Manage office of the Judge President at the Northern Cape Division of the High Court: Kimberly. Support the Judge President in communication with all Stakeholders. Management and Supervision of Judges' support staff and related matters. Manage logistical arrangements for integrated meetings and operations. Oversee the Administration and follow up on the Judge President instructions to ensure prompt execution by relevant operational units at the courts Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges, National Office, Legal Professional bodies and other Stakeholders, with regard to matters emanating from the from the Office of the Judge President channel to both Internal and External Stakeholders. Prepare presentations and briefing notes for the Judge President and disseminate. Complex information to all branch heads. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal source.
- ENQUIRIES** : Technical Related Enquiries: Mr Adv De Alto Plaatjies Tel No: (053) 807 2722  
HR Related Enquiries: Ms MK Seithamo Tel No: (053) 807 2735
- POST 27/54** : **JUDGES SECRETARY REF NO: 2023/276/OCJ**
- SALARY** : R294 321 – R343 814per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : North West Division of The High Court: Mahikeng  
: Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. 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 service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and 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 reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.

**ENQUIRIES** : Technical enquiries: Mr O Sebatso Tel No: (018) 397 7065  
HR related enquiries: Ms B Ontong Tel No: (018) 397 7064

**POST 27/55** : **JUDGE'S SECRETARY REF NO: 2023/277/OCJ (X3 POSTS)**  
(3-Year Contract)

**SALARY** : R294 321 – R343 815 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. One to three years' secretarial/office assistant experience. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law degree will serve as an added advantage (results must accompany the application). Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organisational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills. Excellent typing skills. Computer literacy (MS Office). Research capabilities. Confidentiality and time management.

**DUTIES** : Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda decisions, opinions or judgment entries written by, or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including dictaphone typing). Arrange and diarise appointments, meetings and official visits. Make travel and accommodation arrangements. Store, keep and safeguard all case files and update the case files with the order made by the judge. Update files and documents and provide copies of documents to the registrar. Perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.

**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 27/56** : **OHS PRACTITIONER REF NO: 2023/279/OCJ**

**SALARY** : R294 321 – R343 815.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/Degree in Occupational Health and Safety or related equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years relevant experience. A valid driver's licence. Skills and Competencies: Excellent verbal and written communication skills, Advanced Microsoft package (Excel) skills, Strong interpersonal skills. Strong presentation skills, Strong organizational abilities and accuracy, Attention to detail. Must have a valid driver's license and own vehicle. Personal Attributes, Must have high levels of self-motivation, Professional team player, intelligent self-starter who shows initiative and has the ability to work autonomously/ with little guidance. Flexible and adaptable with an ability to multitask, Hard worker who works well under pressure and is deadline focused and results driven, Assertive and tenacious.

**DUTIES** : Implementation of OHS policies and procedures. Review, implement and ensure compliance with SHERQ policy. Integrate and align SHERQ processed into the EHWP framework and supporting policies. Conduct building inspections to ensure occupational health and safety of employees. Coordinate OHS meetings at National office and ensure said meetings are conducted in the regions. Facilitate and conduct occupational health and safety workshop,

awareness and trainings. Co-ordinate Emergency Evacuation Drills and Occupational Health and Safety Audits Provide administrative support within the Sub Directorate EHW to efficiently plan operations.

**ENQUIRIES** : Technical Related Enquiries: Ms K. Choma Tel No: (010) 493 2500  
HR Related Enquiries: Mr. A. Khadambi Tel No: (010) 493 2527

**POST 27/57** : **REGISTRAR REF NO: 2023/278/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** : Eastern Cape Division of The High Court: Mthatha  
: Matric certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. 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 of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.

**DUTIES** : Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. 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 Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. 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: Ms B Sidima Tel No: (043) 504 5500  
Hr Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

**POST 27/58** : **PROVISIONING ADMINISTRATION CLERK REF NO: 2023/280/OCJ**

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

**CENTRE REQUIREMENTS** : Limpopo Division of The High Court: Thohoyandou  
: Matric certificate or equivalent qualification. The following will serve as an advantage one-year experience in Supply Chain Management, three-year National Diploma/ Degree in Supply Chain Management or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA and a valid driver's license. Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations. In-depth knowledge of financial systems, e.g. JYP and BAS. Skills and Competencies: Planning and organizing skills. Good interpersonal relations. Effective communication skills (written and verbal). Computer literacy. Ability to work independently and meet deadlines. The ability to work under pressure, work in a team and preparedness to work overtime when required.

**DUTIES** : Sourcing quotation as per National Treasury guidelines. Receive and assess quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications. Capture requisitions on the Supply Chain System and ensure that Purchase orders are issued to the recommended suppliers Request, prepare and assess quotations to ensure that the quotations comply with the minimum requirements Ensure that Standard bidding documents are obtained and fully completed by the suppliers and attached to transactions before caring requests. Extend the validity periods of quotes in advance of expiry dates. Capturing of awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM policies. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items. Perform other duties as delegated by the supervisor.

- ENQUIRIES** : HR Related enquiries: Ms. E.R Ramaphakela Tel No: 015 495 17  
Technical enquiries: Mr. B.M Tjiane Tel No: 015 495 1447
- POST 27/59** : **ADMINISTRATION CLERK (LEGAL) REF NO: 2023/281/OCJ**
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape High Court; Kimberley  
Matric certificate or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. A minimum of one-year experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research Skills, Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer skills.
- DUTIES** : Conduct Legal Research for the Regional Court President. Collation, Compilation and analysis of statistics. Case Flow Management. Assisting Regional Court Registrar and members of the public. Provide administrative support in general as requested by the Court Manager and Supervisor.
- ENQUIRIES** : Technical Related Enquiries: Mr P Rumani Tel No: (053) 807 2763  
HR Related Enquiries: Ms MK Seithamo Tel No: (053) 807 2735
- POST 27/60** : **ADMIN CLERK: ASSET CONTROLLER REF NO: 2023/282/OCJ**
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Constitutional Court: Braamfontein  
Matric Certificate or equivalent qualification. National Diploma in Provisioning Administration/Supply Chain Management or equivalent will serve as an advantage. 01-year experience in asset will be an added advantage. Generic Competencies: Problem solving, organizing, client orientation and customer attention to detail is essential. Applicant must have initiatives skills and be flexible. Technical competencies: Public Finance Management Act (PFMA) Treasury Regulations, Knowledge of BAS and JYP.
- DUTIES** : Keep and update of all records on the asset register. Bar-code all newly acquired assets. Conduct quarterly assets verification (movable assets and library books) and ensure that assets condition in the register matches the condition of its existence. Identify assets for disposal and facilitate the transfer thereof. Assist with reconciliation of the JYP assets register and BAS. Update records of leases on assets and maintain copies for audit purposes. Follow up on losses reported to Legal Liability and update assets register according to assets status. Facilitate the movements of assets. Update of inventory list and assets register.
- ENQUIRIES** : Technical Related Enquiries: Mr J Mabena Tel No: (011) 359 7596  
HR Related Enquiries: Ms K Mokgathe Tel No: (011) 359 7586
- POST 27/61** : **ASSISTANT LIBRARIAN REF NO: 2023/283/OCJ**
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Free State Division of The High Court  
Matric certificate or equivalent qualification plus relevant experience. Knowledge of library and information science matters, prescripts, legislation, procedures and processes. Knowledge of library services.
- DUTIES** : Assist the librarian to perform all aspects relating to the library's operations; Assist with classifying and cataloguing; Assist with tracking of library collections; Assist with annotations and updating of legislation; Circulation of legislation (Journals and Government Gazettes); Verify orders and file the library materials accordingly; Continuously review library collections for duplicate, obsolete or suspended materials; Keep and maintain library registers; Conduct annual stock taking; Perform any other library administrative duties.
- 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
- POST 27/62** : **SECURITY OFFICER REF NO: 2023/284/OCJ**  
(Contract until 31 March 2024)
- SALARY** : R147 03 – R170 598 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

<b><u>CENTRE REQUIREMENTS</u></b>	:	Supreme Court of Appeal
	:	Grade 10 plus 1-2 years' relevant experience or Grade 12. PSIRA Grade C certificate. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Problem solving skills. Good interpersonal relations. Analytical thinking skills. Planning and organising skills.
<b><u>DUTIES</u></b>	:	Manage the Control Room. Issue/retrieve access cards. Perform access control functions. Oversee the activity of the outsourced security officers. Ensure the safety of and protect departmental documents, stores and assets and restrict unauthorised exit or entry of such. Ensure safety in departmental buildings and premises. Implement safety regulations.
<b><u>ENQUIRIES</u></b>	:	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
<b><u>POST 27/63</u></b>	:	<b><u>INVITATION TO SERVE ON THE AUDIT AND RISK COMMITTEE OF THE NATIONAL DEPARTMENT: OFFICE OF THE CHIEF JUSTICE REF NO: 2023/273/OCJ (X2 MEMBERS)</u></b> The Office of the Chief Justice (OCJ) hereby invites applications from suitably qualified and interested individuals to serve on its Audit and Risk Committee (ARC) in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) and the Treasury Regulations.
<b><u>SALARY</u></b>	:	Successful applicants will be remunerated in accordance with the requirements of Treasury Regulations and SAICA/AGSA tariffs. Appointment is for a period of three (3) years and will be underpinned by the Audit and Risk Committee Charter (Terms of Reference) and each successful applicant will be required to enter into a contract which sets out their duties and responsibilities.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office of The Chief Justice
	:	A Bachelor's degree and NQF 8. More than five (5) years in senior management experience in any of the following fields preferably in the Public Sector: Auditing (Internal and External); Law; Accounting; Risk Management; Financial Management; Human Resource Management; Information and Communication Technology (ICT); Performance Management and Performance Information; Business Continuity Management and Corporate Governance Preference will be given to candidates with extensive experience in ICT, Performance Management and Performance Information disciplines. Knowledge of Project Management Professional in good standing with the relevant Professional Body Knowledge of the judicial and justice system, and exposure to the legal fraternity will serve as an added advantage Knowledge, understanding and exposure to relevant prescripts / policies (Public Finance Management Act, 1999, Treasury Regulations and other relevant prescripts) and governance best practices Extensive leadership and experience in serving on Audit Committees, Boards, Risk Management Committees and other relevant Oversight and Advisory Committees Independence, Integrity, Reliability and dedication of time and energy to serve the OCJ Applicants must not be conducting business with the OCJ Excellent communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	The Audit and Risk Committee (ARC) will carry out its responsibilities as legislated by the Public Finance Management Act, 1999 and the Treasury Regulations, and operate according to its approved Charter The ARC will fulfil its oversight responsibilities to ensure that the OCJ maintains effective, efficient and transparent systems of financial, risk management, governance, performance evaluation and internal control The ARC will amongst others, review the effectiveness of the Internal Audit activity and provide direction; review the work of external auditors; the OCJ's financial statements and performance information; and monitor compliance with legislation Advise the OCJ on enterprise wide risk management and monitor mitigation strategies Advise on Ethics and Integrity processes including fraud prevention strategies Advise on information communication technology (ICT) matters and strategies Act as independent adviser to the Accounting Officer on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts Assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer Review any reports released by the internal and external auditors and Management's response thereto Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities Report annually to the Executive Authority on the status of risk management, governance and controls within the Office of the Chief Justice.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Mr. Ranako Mabunda Tel No: (010) 493 2500/2511

**APPLICATIONS**

HR enquiries: Ms S Tshidino/Mr A Khadambi Tel No: (010) 493 2500

: 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.

**NOTE**

: Application Procedures – Note: the following is required with regards to candidates: Application must be submitted in writing and must contain the following: Detailed Curriculum Vitae and a certified copy of Identity Document Original or certified copies of Qualifications will be requested from the shortlisted candidates only Background verification, including criminal records and citizenship checks, will form part of the selection process. Preference will be given to candidates with extensive experience in ICT, Performance Management and Performance Information disciplines and the appointment that will enhance representativity Correspondence will be limited to short-listed candidates only No late application will be accepted. Strict compliance with the application requirements and procedure will be adhered to. Application Procedures – Note: the following is required with regards to candidates: Application must be submitted in writing and must contain the following: Detailed Curriculum Vitae Original or certified copies of Qualifications will be requested from the shortlisted candidates only Background verification, including criminal records and citizenship checks, will form part of the selection process. Preference will be given to candidates with extensive experience in ICT, Performance Management and Performance Information disciplines and the appointment that will enhance representativity Correspondence will be limited to short-listed candidates only \ No late application will be accepted. Strict compliance with the application requirements and procedure will be adhered to.