

## 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.
- 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.
- CLOSING DATE** : 09 October 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.

## OTHER POSTS

**POST 34/89** : **ASSISTANT DIRECTOR: ICT SYSTEMS ANALYST REF NO: 2023/327/OCJ**

**SALARY** : R424 104 - R496 467 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 Information Systems/Technology/Computer Science or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of three (3) years' experience in Systems Analysis. A minimum of three (3) years' experience in Software Applications support. A valid driver's license. Skills and competencies: Design, build, test, execute system development projects. Development of technical specifications. Maintain and support existing systems. Develop and maintain new IT systems. Management of the departmental Web systems/Portals. Extensive knowledge of Website development, support and management. Technical knowledge and skills of at least five (5) of these technologies: HTML; Joomla; WordPress; CSS; JavaScript, Adobe Program Suite or related. Ability to adapt to various technologies. Ability to relate business processes to systems and subsystems that support them. Ability to apply creative thinking in the design of methods for processing information with information technology systems. Understand IT Strategy, Governance, Knowledge Management and IT Governance. Ability to analyse information and situations, identify and solve problems, reason logically, and draw valid conclusions. Ability to work under pressure. Willingness to work long hours. Effective communications skills (written and verbal). Good interpersonal skills.

**DUTIES** : Develop and maintain new IT systems and support existing systems. Develop requirements functional / system specifications. Carry out investigations and analysis to gain full knowledge of business processes and practices of an organization. Ensure operation by training client personnel and provide support. Conduct system test plans to ensure the quality, performance and integrity of a system. Ensure the effective management of the departmental web systems/portals, i.e. SharePoint Portal and the OCJ Intranet. Develop, maintain, and update the departmental Websites and web pages following an outlined project plan, and follow best practices and standards for coding.

**ENQUIRIES** : Technical enquiries: Mr David Reid Tel No: (010) 493 2500/8755  
HR Related enquiries: Mr. A Khadambi Tel No: (010) 493 2527

**POST 34/90** : **PRACTITIONER: HR PLANNING AND OD REF NO: 2023/328/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 (3) years' National Diploma/Degree in Management Services/Operation Management or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' experience in aspects of OD, Change Management and HR planning and willingness to travel. Skills and Competencies: Knowledge and experience in the application of the provisions of the relevant legislation in the Public Service Management services techniques. Policy analysis and interpretation. Computer Literacy in MS programmes, Org plus, Viso and Evaluate system. Project management. Service Delivery innovation. Knowledge of OrgPlus. Problem Solving and Analysis. People management and empowerment. Client orientation and customer focus Communication. Initiative and innovative driven. Report writing skills. Presentation skills. Ability to work independently and in a team. Self-management and the ability to communicate professionally. Hard working: Proactive and creative. Ability to work under pressure. Attentive to detail.

**DUTIES** : Conduct work study investigations. Gather and analyse relevant information for investigation. Develop and review job descriptions. Conduct job analysis. Conduct job evaluation process. Conduct benchmarks for job evaluation. Implement Change Management strategies. Conduct analysis for change management. Render Human Resource Plans. Develop and review the structure. Monitor and review HR Plans. Coordinate HR Planning activities. Update project dashboard. Render organization development administrative duties.

- ENQUIRIES** : Technical enquiries: Ms N Mopeli Tel No: 010 493 2500  
HR related enquiries: Mr A Khadambi Tel No: (010) 493 2527
- POST 34/91** : **SECURITY OFFICER REF NO: 2023/329/OCJ**
- SALARY** : R147 036 - R 170 958 – R170 598 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of The High Court: Cape Town
- REQUIREMENTS** : Matric Certificate or National Certificate (Vocational) recorded on the National Learner Record Database at NQF level 4; Be a South African Citizen; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate; Must have no criminal record or pending criminal / departmental cases; Not declared unfit to possess a fire-arm, A minimum of five(5) years' relevant experience; Skills and Competencies: Good verbal communication skills Good work ethic Interpersonal skills Good communication (verbal and written);Problem solving and decision making skills; Interpersonal Relations; Teambuilding People management skills; Analytical thinking skills; Computer literacy; Planning, Organizing and Controlling skills.
- DUTIES** : Checking of parcels and equipment leaving the building to ensure that there is an authorised removal letter included. Monitor cameras and alert management to any security risks Monitor compliance by outsourced security service in terms of postings, security equipment and security compliance in terms of the SLA; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Patrol buildings and fenced off areas; Guard vehicles and equipment; Ensure safekeeping of office/storeroom keys and report any losses, damages or theft; Authorize entry in to the premises to employees; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel. Perform any other duties assigned to you by the Supervisor/Court Manager.
- ENQUIRIES** : Technical related Enquiries: Ms. V Noah Tel No: (021) 469 4038  
HR related Enquiries: Ms. M Baker Tel No: (021) 469 4038