

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.
- Gauteng Division of the high Court:** 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** : 16 October 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 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

<u>POST 35/34</u>	:	<u>DEPUTY DIRECTOR: LEGAL SERVICES REF NO: 2023/330/OCJ</u>
<u>SALARY</u>	:	R811 560 – R952 485 per annum, (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Matric and an LLB Degree or relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA. Minimum of at least 3-10 years' experience post appropriate experience in litigation / legal advisory experience. A valid driver's licence. Admission as an Attorney/ Advocate will be an added advantage. Skills and Competencies: Good written and verbal communication skills, Interpersonal skills, Computer software skills (good excel skills), Problem Solving and Decision-Making skills, Time Management skills.; People Management skills; Interpretation skills; Analytical and innovative thinking skills, Ability to work independently and meet deadlines under pressure; Ability to pay attention to detail and to ensure the correctness of data / information.
<u>DUTIES</u>	:	Provide legal administration support services for the Department and the Judiciary; Coordinate compliance with PAIA & POPIA, Render assistance in the management of litigation process for the Department; Provide assistance in relation to legal advisory opinions; Coordinate and advise on loss control matters; Draft legal documents / contracts / agreements for the Department.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr N Phakola Tel No: (010) 493 2500 HR related enquiries: MR A Khadambi, Tel No: (010) 493 2500
<u>POST 35/35</u>	:	<u>ASSISTANT DIRECTOR: INSTITUTIONAL SECRETARIAT SERVICES REF NO: 2023/331/OCJ</u>
<u>SALARY</u>	:	R424 104 – R508 692 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Matric certificate and a three-year National Diploma/Degree in Public Management and Governance or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A valid driver's license. A minimum of 3 years' experience at Senior Administrator or similar level and at least one year experience at a Secretariat and / or Governance Services. A certification with the Chartered Governance Institute of Southern Africa (CGISA) will be an added advantage. Skills and Competencies: Sound knowledge of applicable legislation and regulations relevant to the OCJ and the Public Service, King IV Code on Corporate Governance, Corporate Governance Framework, Delegation of Authority Framework, exposure to dealing with Executive Management and management committees, business process understanding, compliance management, good verbal and written communication skills , planning and execution, maintaining sound interpersonal relationships, people management skills, producing quality work.
<u>DUTIES</u>	:	Facilitate the planning of the OCJ's Executive Management's governance structures, render governance advice and the secretariat support services to the OCJ's Executive Management's governance structures, developing and coordinating updates of resolution registers, manage the effective and efficient management of resources (human, financial and physical), supervise and develop staff.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms S Mpheshwa Tel No: (010)493 2535 HR related enquiries: Mr A Khadambi Tel No: (010) 493 2527
<u>POST 35/36</u>	:	<u>SECURITY OFFICER REF NO: 2023/332/OCJ</u>
<u>SALARY</u>	:	R147 036 - R170 598 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of The High Court: Pretoria
	:	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 into 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 /HR related Enquiries: Ms T Mbalekwa, Tel No: (010) 494 8515