

**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
- CLOSING DATE** : 27 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**

<b><u>POST 37/20</u></b>	:	<b><u>JUDGE'S SECRETARY REF NO: 2023/349/OCJ</u></b>
<b><u>SALARY</u></b>	:	R294 321 - R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Constitutional Court: Braamfontein 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 advantage. 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. Confidential and time management. Computer literacy (MS Word) and research capabilities.
<b><u>DUTIES</u></b>	:	General secretarial/administration duties to the Judge. Typing (or Formatting) of draft memorandum decisions, opinions or judgments entries written by or assigned by the Judge. Manage and type correspondences and judgments and court order for the Judge including Dictaphone typing, prepare Court files to ensure Court readiness. Arrange and Diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safe, safeguarding of all case files and endorsement of case files with an order made by the Judge. Update files and documents and provide copies of documents to the Registrar. Store, keep and file court records safely. After case has been completed and opinion made decision or Judgment, 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 Judges 'vehicle logbook, and the driver thereof. Compile Data and prepare reports and documents for the Judge as necessary including expense reports, continuing legal hours, financial disclosure statements and case managements. Arrange refreshments for the Judge and his/her visitors and attend to their needs.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms Z Sondlo Tel No: (011) 359 7458 HR enquiries: Ms K Mokgathe Tel No: (011) 359 7574
<b><u>POST 37/21</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER SCM REF NO: 2023/351/OCJ</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand Matric certificate and a three year (3) National Diploma / Degree in Supply Chain Management or equivalent qualification at NQF Level 6 (360 Credits) as recognised by SAQA. Minimum of two (2) years working experience in Supply Chain Management, Knowledge of PFMA, BBB-EE Act, PPPFA, Treasury Regulations and relevant prescripts, In depth knowledge of procurement systems e.g. JYP, LOGIS and other procurement systems. A valid driver's license will be added advantage.
<b><u>DUTIES</u></b>	:	Ensure the implementation of SCM policies and prescripts as received from National treasury. Ensure invitation of quotations from suppliers is in accordance with relevant prescripts and SCM guidelines. Evaluate and check whether quotations are in accordance with the specifications. Conduct and facilitate the briefing sessions where and when applicable. Check compliance of all procurement documents and processes Establish data base of suppliers when obtaining quotation to ensure that quotations are rotated; Ensure that Purchase orders are issued to the relevant suppliers; Supervise subordinates (Clerks and Interns) to ensure compliance with SCM prescripts and policies; Ensure proper filling and safe keeping of documents; Ensure that commitments are closed and make follow up on outstanding commitment. Perform other duties that have been delegated by the supervisor.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Ms M Mavuso Tel No: (010) 493 2560 HR related enquiries: Mr A Khadambi Tel No: (010) 493 2527
<b><u>POST 37/22</u></b>	:	<b><u>REGISTRAR REF NO: 2023/350/OCJ</u></b>
<b><u>SALARY</u></b>	:	MR3: R293 847 – R333 666 per annum MR4: R351 618 - R397 323 per annum

MR5: R420 642 - R1 005 801 per annum

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**

: Constitutional Court: Braamfontein  
: Matric Certificate and an LLB Degree or a four (4) year legal qualification. A minimum of three (3) years' legal experience obtained after qualification. Driver's license. **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 decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality.

**DUTIES**

: Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrar's 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. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.

**ENQUIRIES**

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