

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: 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.
- : **Eastern Cape:** Provincial Service Centre: 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.
- : **Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

CLOSING DATE

- : 10 June 2024

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 initialed 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 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 18/02 : **SPECIALIST: BUSINESS CONTINUITY MANAGEMENT REF NO: 2024/46/OCJ**

SALARY : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
 : Grade 12 and a three (3) year National Diploma in Risk Management at NQF level 6 with 360 credits as recognised by SAQA, IT, Audit or equivalent 3 years' qualification Member of the Business Continuity Institute or equivalent professional bodies Certificate of the Business Continuity Institute (CBCI) and/or ISO 22301:2019/2012 Lead Implementer Certificate and/or other relevant certification will be an advantage A minimum of five (5) years' experience in Business Continuity Management with a track record of business impact analysis and disaster recovery site. Drivers License, Willingness to travel: Knowledge: ICT Infrastructure for disaster recovery, Call Centre Architecture and Functionality, Business Application support services, Facilities management, Business Applications fit on business continuity requirements with a specific focus on security and disaster recovery, Business Impact Analysis, Business Strategy, Risk Management and Crisis Management, Media Management, ISO 22301/ Plan Do Act Methodology, Business Continuity Good Practice guide 2013/2018, Occupational Health and Safety Act. Skills: High level communication skills, Programme and Project Management, Strategic decision making, Leadership, Collaboration, Structured approach, Presentation Skills, Computer Literacy. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Manage the entity-wide Business Continuity strategies and response arrangements. Develop, validate and manage BCM plans, Conduct, review and manage analysis, provide governance progress reports in relation to BCM, Develop and manage business continuity and compliance management plans, policies and strategies.

ENQUIRIES : Technical Enquiries: Ms P Bam Tel No: (010) 493 2500
 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 18/03 : **DEPUTY DIRECTOR: SOLUTIONS ARCHITECTURE REF NO: 2024/47/OCJ**

SALARY : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
 : Grade 12 and a three (3) year National Diploma in Computer Science or Engineering or Informatics or equivalent at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years' experience of delivering enterprise and / or solution architecture at Assistant Director/ Junior Management level, Valid TOGAF certification with knowledge of Government Wide Enterprise Architecture (GWEA). Valid drivers' license. Skills and Competencies: Knowledge or certifications in Microsoft Azure/Cloud Technology, Migration from on premise, infrastructure to cloud environments, Strong knowledge and experience in methodologies such as TOGAF, Service Orientated Architecture, ITIL, SDLC, Object Orientation and Web-services/ESB Middleman, Strong knowledge and experience in technical Competencies such as Microsoft Office Prod Good communication skills (written and verbal), Ability to adapt to constantly changing environment and quickly build understanding of business and ICT, Planning and organizing skills, Report writing skills, Negotiation skills, Good interpersonal skills, ICT

Architecture, Project Management, Unified Modelling Language and Design toolsets. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Development and maintenance of architecture of all the solutions that are deployed at the OCJ. Develop and present winning solution proposals including inter alia solution strategy, architecture and design that meets OCJ requirement, Provide support to project management for system design and implementation, Conform to governance, compliance and risk regulations and standards, Establish and enhance relationships and network with partners, customers, Contribute to the Cloud Platform Services Solutions based on the ICT Strategy and Operational Model. This role involves active engagement in business analysis, encompassing information acquisition analysis and design, data access analysis and design, archive and recovery strategy development, security considerations, and change management processes. Furthermore, participation in the development of CGICT documents, ICT Governance Terms of Reference (charters), and providing input into business cases is essential. To maintain transparency and accountability, all work is diligently reported and documented within regular reporting cycles.

ENQUIRIES : Technical Enquiries: Mr D Reid Tel No: (010) 493 8755

HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 18/04 : **DEPUTY DIRECTOR: DATABASE ADMINISTRATION REF NO: 2024/48/OCJ**

SALARY : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 and a three (3) year National Diploma in Information Technology or Computer Science qualification at NQF level 6 with 360 credits as recognised by SAQA), A minimum of 3 years of experience in Microsoft SQL Server environment at Assistant Director / Junior management level, Valid Microsoft Certified Database Administrator certification. The following certification will be an added advantage: COBIT 5; ITIL; KING 3 or 4; Project Management Business Analysis; Certificate in SDLC, Business Process Management. Skills and Competencies: Knowledge of the basic configuration of the various systems, Sound knowledge and application of the GITO Requirements and Frameworks, Knowledge of the State Information Technology Agency Act 88 of 1998, Knowledge of the government policy framework consultation paper developed by GITO, Sound knowledge of Minimum Information Security Standards (MISS, The position paper on information security ISO 17799 (Information Security framework), Knowledge of the Public Service Regulatory Framework. Understanding of departmental legislation, Experience developing and administering database security, In depth understanding of data backup, recovery, and archiving procedure, Working knowledge of Microsoft SQL 2012/2014/2016, Installing database on Windows and Linux, Experience configuring and maintaining highly scalable environments, Tuning and troubleshooting Database instances, Microsoft SQL backup / Recovery Methodologies and strategies, System monitoring, performance tuning and database optimizing, Good communication skills (written and oral). Interpersonal skills, Good organizing and planning skills, Client orientation and customer focus, Problem-solving skills, Technical skills, Programme and Project Management skills, Leadership skills and Presentation Skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Manage and monitor database and the availability of data, manage and monitor database connectivity and access support throughout the OCJ, Manage and monitor the importing of large volumes of data into a data warehouse, and data Extraction Transformation and Loading (ETL, Manage and monitor backup and recovery plans and ensure procedures are created based on industry best practices, Manage the Sub Directorate. Prepare technical management reports on system performance and problems. Roadmap and update technologies and ensure that the team is up to date with technologies. Create, maintain and

administer all databases required for development, testing, and production. Install database software and any other tools that access the database. Do database health check. Migrate data. Perform database upgrades. Apply security and version patches. Maintain internal database storage. Performs the capacity planning required to create and maintain the database. Troubleshooting errors. User creation and access control. Provide database to development team according to requests. Planning along with the application developers and system administration, to ensure that any new product usage or release upgrade takes place with minimal impact. Plan and implement backup and recovery processes of database. Advise the backup team on the database that must be backed up. Devise backup strategy. Facilitate the implementation of backup strategy. Perform database backups, restores and recovery. Implement and enforce security for all databases. Creating and administering user profiles. Granting optimum privileges to user in line with their responsibilities. Database access control. Implement standards to ensure that all application design and code are produced with proper integrity, security and performance. Performance tuning. Manage sharing of resources amongst applications. Define and implement the physical and logical database design. Provide a strategic database direction for the organisation. Enforce and maintains database constraints to ensure integrity of the Database. Evaluates releases of database and its tools, and third-party products to ensure that the sites are running the products that are most appropriate. Candidate must be willing to work extended hours (after hours, weekends and holidays) when required to do so.

- ENQUIRIES** : Technical Enquiries: Mr T Mohono Tel No: (010) 493 8754
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 18/05** : **DEPUTY DIRECTOR: ICT PROJECTS REF NO: 2024/49/OCJ**
- SALARY** : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three (3) year National Diploma/Degree in Information Systems/ Computer Science/ Project Management or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. King IV and PMBOK certification or proof of attendance (shortlisted candidates will be required to submit certificates). A Minimum of 3 years' relevant experience in the IT Project Management environment at Assistant Director/ Junior Management level, Portfolio of evidence on the delivery of enterprise ICT projects. Driver's License. Skills and Competencies: Knowledge of Project and Programme Management Frameworks, Project budgeting, Knowledge of Project Management best practice, Knowledge of Portfolio management/reporting, Knowledge of Project Risk Management, Corporate Governance principles (King Report) and PMBOK. Knowledge of DPSA Corporate Governance of ICT Framework. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act. Knowledge of SITA Act and Regulations, Knowledge of the PFMA and Treasury Regulations, Ability to work under immense pressure, Demonstrate commitment to work long hours, Sense of urgency, Initiative, Designing of resilient systems, Ability to work alone and in a team, Emotional intelligence, Ability to see the big picture, Assertive, Well organized. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Establish and maintain project governance, Plan and assemble strategic projects identified and approved within ICT, Coordinate ICT project processes and procedures, Ensure effective project and programme administration and compliance, Monitor and report on ICT project progress, delivery, budget and risks Manage the Sub-Directorate. Ensure that all ICT projects have sound business cases. Monitor the implementation of all projects and value propositions for ICT investments. Report on ICT projects in all appropriate OCJ Governance structures.
- ENQUIRIES** : Technical Enquiries: Ms NR Nengovhela Tel No: (010) 493 8751
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500

- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 18/06** : **DEPUTY DIRECTOR: BUSINESS ANALYSIS REF NO: 2024/50/OCJ**
- SALARY** : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Grade 12 and a three-year National Diploma in Information Technology or Computer Science at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years experience in the field of Business Analysis at Assistant Director/Junior Management Level. Driver's License. Skills and Competencies: Good communication skills (written and oral), Computer literacy, Skills in interviews, Interpersonal skills, Problem solving skills, Good organising and planning skills, Good customer service focus, Project management, Decision making skills, Planning and organising skills, Leadership skills. Work independently and in a team-oriented, collaborative environment, Ability to work under pressure, Good attention to detail and levels of accuracy, Ability to demonstrate innovative and critical thinking, proven ability in multi-tasking and managing several deliverables at once, Ability to work overtime. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Manage project for systems implementation: Conduct research on possible solutions and provide recommendations based on findings, design products, testing, implementing, reporting, reviewing finished products, tracking performance and data quality, attend Change Advisory Board meetings to present and represent the Business Applications division in User Acceptance Testing deployment and Disaster Recovery testing, provide support to project managers with project planning, risk mitigation and scope management, provide support towards the achievement of key milestones during the project lifecycle. Manage business analysis and systems: Manage applications conformance and support, oversee the design, development, and implementation of software and hardware solutions, systems/products, review the implementation and changes where necessary to systems, provide support to the development of user requirements and functional specifications, Manage the analysis and design for ICT business applications: Manage and resolve business applications issues, conduct root cause analysis and provide updates thereof, ensure that end users are enabled to conduct their business effectively and efficiently, manage applications issues and root cause analysis adequately and timely, ensure that technology solutions and technical issues are proactively addressed. Manage effective analysis and documentation of customer journeys, map into features, user stories and sprint tasks: Design, improve interactions and processes in line with customer experience, create systematic and consistent requirements specifications in both technical and user-friendly language, analyse requirements and identify system and business change impacts (people, process, technology), review and update customer journey map, manage the organisation's core business processes and operations, document business processes, business requirements, business cases, test plans and test cases, manage, design, development, and implementation of software and hardware solutions, systems, or products, manage business and technical requirements, business processes modelling/mapping, elicitation, verification, business cases, test plan and cases and data modelling using Business Process Modelling Notation, provide technical advice to organisation's core business units in relation to processes and operation. Supervise and develop staff.
- ENQUIRIES** : Technical Enquiries: Mr D Reid Tel No: (010) 493 8755
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 18/07** : **ASSISTANT DIRECTOR: SERVER ADMINISTRATION REF NO: 2024/51/OCJ (X2 POSTS)**
- SALARY** : R444 036 - R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Grade 12 and a three (3) year National Diploma in Computer Science/ Information Technology/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. MCSE (Microsoft Certified Systems Engineer) A minimum of (3) years' experience in management and support of the Server and Storage Infrastructure including Microsoft systems and Azure platform. A valid driver's license. Skills and Competencies: Knowledge of Windows Server 2012, 2016, 2019 and Windows 10. Knowledge of Microsoft Exchange 2013 and 2016 environment. Knowledge of DNS, DHCP, SQL, SCOM and SCCM. Advanced technical knowledge of VMWare (vCenter, vSphere) and Hyper-V virtualization technologies, Good communication skills (written and oral). Interpersonal skills, Client orientation and customer focus. Problem-solving skills, Technical skills, Computer skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Install, configure, maintain, and support the Microsoft environment, Install, configure and maintain the physical, virtual (VMware, Hyper-V), cloud (Azure) server and storage infrastructure, Ensure backup, rotation of offsite tapes and restoration/ recovery of the systems, Monitor performance and resource utilization across the virtual servers and storage, Update and maintain Active Directory Standards. Monitor and manage the daily replication of court recordings. Candidate must be willing to work extended hours (after hours, weekends and holidays) when required to do so.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr T Mohono Tel No: (010) 493 8754 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
<u>NOTE</u>	:	Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 18/08</u>	:	<u>ASSISTANT DIRECTOR: NETWORK ENGINEER REF NO: 2024/52/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Grade 12 and a three (3) year National Diploma in Computer Science/ Information Technology/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years' relevant experience in the LAN/WAN environment, A certificate such as Cisco Certified Network Associate (CCNA), Aruba Certified Switching, Associate (ACSA), or Huawei Certified ICT Associate (HCIA) or equivalent, a valid Drivers license is must. the following will be regarded as added advantage -CCNP, ACSP and HCIP. Skills and Competencies: Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, Expert, Knowledge of Desktop and Systems Support, ICT project Management, ICT Change Management, Knowledge of the PFMA and Treasury Regulations, Intermediate, Knowledge of Good Corporate Governance principles (King Report), Expert. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Plan, design, implement and monitor the network infrastructure technologies (LAN, WAN, VPN and VoIP), Develop network infrastructure specification, configuration and administration, Monitor and ensure network infrastructure including the data lines and internet breakout, Develop and maintain disaster recovery plans for network infrastructure, Maintain the data centre/server room standards as set by policy. Ability to monitor and manage server room's UPSs. Candidate must be willing to work extended hours (after hours, weekends and holidays) when required to do so.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr T Mohono Tel No: (010) 493 8754 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 18/09</u>	:	<u>ICT SUPPORT CORDINATOR (X2 POSTS)</u>
<u>SALARY</u>	:	R444 036 - R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

- CENTRE** : Eastern Cape Provincial Service Centre Ref No: 2024/53/OCJ
Mpumalanga Provincial Service Centre Ref No: 2024/54/OCJ
- REQUIREMENTS** : Grade 12 and a three (3) year National Diploma in Computer Science/ Information Technology/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in the ICT, environment, Advanced Certificate in ITIL is an added advantage, One (1) year end user training, A valid driver's/driving license. The following will serve as an added advantage: CompTIA A+/N+, ITIL Foundations, COBIT 5, CompTIA Security+; Service Desk Institute; Service Desk Analyst International Certification. Skills and Competencies: Help Desk first line support, Knowledge of Government prescripts, regulations and laws, Knowledge of development of users training manuals, guidelines and procedures and drafting a budget, Knowledge/ experience in evaluation of End-User Training, Knowledge of Public Sector IT environment, LAN, project and change Management, Experience in (IT and general) Asset Management, Project and systems Management, Network administration. Technical skills, Problem solving and analysis skills, Good interpersonal relations skills, Training and presentation skills, Problem solving and analytical skills, Planning and organizing, Customer Service orientation, Above average communication skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Provide support to IT first line and liaise with end users and LAN support, Conduct infrastructural assessment and coordinate all IT related activities within high courts, Liaise with contracted service providers at the Provincial level users, Facilitate functional training on business system application, Provide customer relation support to users.
- ENQUIRIES** : Mpumalanga: Technical /HR related enquiries: Mr S Zwane / Mr MV Maeko Tel No: (013) 758 0000
Eastern Cape: Technical /HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 18/10** : **ASSISTANT DIRECTOR: ICT SECURITY SYSTEMS REF NO: 2024/55/OCJ**
- SALARY** : R444 036 - R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three (3) year National Diploma in Computer Science/ Information Technology/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. Valid Firewall or Cybersecurity Technical certificate. A minimum 3 years' relevant experience in the Cyber security environment and a valid drivers licence, the following will be added advantages: CISSP, CISP, CISA, CRISC, CGEIT, COBIT 5, KING 3, ITIL, PMP, TOGAF Skills and Competencies Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Skills Development Act, Expert. Knowledge of Desktop and Systems Support, ICT project Management, ICT Change Management Knowledge of the PFMA and Treasury Regulations, Intermediate. Knowledge of Good Corporate Governance principles (King Report), Expert, Good communication skills (written and oral). Interpersonal skills good organizing and planning skills. Client orientation and customer focus. ICT Services Management and problem-solving skills. Analytical skills technical skills, the ability to interpret IT and IS policies Accuracy Ability to work independently, Ability to work under pressure, and in a team. Critical thinker Confidence Flexible, Self-driven. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Protect OCJ's information systems from unauthorised access and violations. Analyse potential security risks, evaluate trends and anticipates requirements. Develop incident response plans Ensure OCJ officials have authorised permission to access information. Conduct situational analysis, and determine and evaluate trends and future requirements. Analyse potential security risks, evaluate trends, anticipate requirements, and develop incident response plans. Analyse, recommend, install, and maintain software security applications. Monitor contractual obligations performance delivery and service level

agreements. Implement and monitor Intrusion Prevention/Detection Systems. Establish and administer the OCJ ICT security policies and procedures to ensure preventive and recovery strategies are in place and to minimise the risk of internal and external security threats. Identify security violations, inefficiencies, and areas for improvement. Continuously assess and enhance security measures based on evolving threats and best practices. Engage in ongoing training and development for the security team. Conduct periodic IT audits or penetration tests. Monitor and audit system for abnormal activities, Report violations and execute corrective action. Conduct regular security awareness programs. Ensure that all OCJ infrastructure has the correct level of protection to ensure secure operations. Contribute to the development and reviewing of ICT policies and procedures. Establish and administer the OCJ's ICT security policies and procedures. Ensure preventive and recovery strategies are in place and to minimise the risk of internal and external security threats. Ensure minimal number of security related service downtime. Install and configure firewalls to protect network infrastructure and data centres. Implement firewall rules and policies to control traffic and access. Set up intrusion detection and prevention systems (IDPS) to monitor network traffic. Configure IDPS rules to identify and block suspicious activities. Regularly update IDPS signatures and rules to stay current with emerging threats. Ensure the deployment of Facing Firewalls. Ensure firmware upgrade and patch management of all Firewall devices. Ensure secured operations and providing correct level of protection within OCJ infrastructure. Candidate must be willing to work extended hours (after hours, weekends and holidays) when required to do so.

ENQUIRIES : Technical Enquiries: Mr T Mohono Tel No: (010) 493 8754
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500

POST 18/11 : **WEB DEVELOPER REF NO: 2024/56/OCJ**

SALARY : R444 036 - R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 and a three year National Diploma /Bachelor's degree in Web Design / Web Development / Software Development / Multimedia / Computer Science or equivalent qualification at equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years of experience in the ICT environment developing and managing websites, ECM solutions experience, applying web usability and quality principles, database management including experience in mobile technology. Experience in and knowledge of Web-based languages – HTML, CSS ASP.net, VB.net and Content Management Solutions e.g., SharePoint, Dot Net Nuke, Joomla, Drupal and Word press; Web and graphic design software, such as Visual Studio, Adobe Suite and Adobe Acrobat. Microsoft certifications in C++, SQL, Java Script, Dynamics CRM; SharePoint or other similar certifications. Skills and Competencies Solid knowledge and experience in programming applications; Experience (UX) and client-side technologies including HTML5, CSS, PHP, JQuery and JSON and mobile frameworks; Knowledge of programming language and technical terminology; Knowledge and experience in Azure and CRM Dynamics; Web and mobile technologies experience with User; Knowledge and understanding of C/C++, Visual; Basic, C#. Java, XML, Angular and any BI reporting tool; Read and understand existing complex coding languages and its intended functionality; Develop and apply complex modifications / enhancements to existing applications; Knowledge of Search Engine Optimisation process; Adequate knowledge of relational database systems, Object Oriented Programming and web application development; Good communication skills (written and oral); Interpersonal skills; Good organising and planning skills; Client orientation and customer focus; Technical skills; Decision making; Problem solving skills; Creative; Attention to detail; Ability to work independently, fast, and accurately; Ability to meet deadlines; Dedicated team player; Self-motivated; Time bound; Ability to thrive in a fast-paced environment; Meticulous. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Develop and maintain the organisational websites and servers and ensure they meet the user needs: Update and manage the OCJ website and intranet, including technical roadmap definition and execution; Maintain the quality,

design and style of the organisational website and the intranet in line with the website style guide and website policy; Maintain the general appearance of the OCJ's website and intranet as well as ensure their ongoing development, in line with best practices, to guarantee they are always user-friendly and up to date; Ensure that web servers and content are regularly backed-up, in conjunction with the OCJ ICT unit; Ensure that all content placed on the website is approved in line with relevant OCJ internal policies. Maintain the functionality, security, and efficiency of web infrastructure: Maintain web platforms Security Validation Programme, in conjunction with the OCJ ICT unit; Ensure an annual audit of sites' membership and access; Maintain website databases; Perform regular checks to identify broken links and ensure they are fixed; Prepare testing environment, examples and instruction manuals; Assist in the deployment of changes to live the environment following approval process; Ensure the security and integrity of all systems and data; Back up files from websites to local directories for recovery. Provide support to all the features of a website, solving technical problems and approving site content: Edit, review and design website and intranet content in consultation with content owners; Maintain the latest web applications and provide technical assistance to applications programme; Maintain web platforms site directory. Maintain operations by training and providing support to internal users: Determine user needs by analysing technical requirements; Keep abreast with emerging technologies/industry trends and apply them on operations, training and activities; Keep project documentation up to date; Provide regular feedback on tasks assigned; Provide training and support to website content personnel and owners; Maintain web platforms site collection and administer training programme.

- ENQUIRIES** : Technical Enquiries: Mr T Mohono Tel No: (010) 493 8754,
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- POST 18/12** : **ASSISTANT DIRECTOR: DATABASE ADMINISTRATION REF NO: 2024/57/OCJ**
- SALARY** : R444 036 - R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three (3) year National Diploma in Information technology/ Computer Science/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years of experience in Microsoft SQL Server environment, Valid Microsoft Certified Database Administrator certification, A valid Driver's license. Skills and Competencies: Experience developing and administering database security In-depth understanding of data backup, recovery, and archiving procedures, Working Knowledge of Microsoft SQL 2012 / 2014 / 2016, Installing databases on Windows and Linux. Experience configuring and maintaining highly scalable environments. Tuning and troubleshooting Database instances Microsoft SQL backup / Recovery Methodologies and strategies System monitoring, performance tuning and database optimization Disaster recovery for SQL Server, Good communication skills (written and oral). Interpersonal skills. Good organizing and planning skills. Client orientation and customer focus. Problem-solving skills. Ability to work independently, Ability to operate computer on hardware and software, Problem solving, Training, Conflict management, Strategic planning, Facilitation, Research. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : To monitor and maintain the department's data and ensure that the data is secured, accurate and protected from unauthorised access. Design and create the Structure Query language (SQL) database structure Set up database backups and recovery procedures Implement database security measures, set user access permissions and roles Implement database changes and upgrades as required Monitor database performance, data integrity and optimize query execution Troubleshoot and resolve database issues and errors, Provide technical support to end-users for database-related issues, Administer user access to the database systems, ensuring that only approved and authorized end-user have access. Establish and enforce role-based access control to restrict access according to job roles and responsibilities. Ensure that a well-documented information is available on all database procedures and guidelines, Monitor database connectivity at all times. Develop

and maintain robust backup and disaster recovery plans to safeguard data in case of system failures or unexpected events. Regularly test and update these plans to ensure they are effective, Monitor the pro-active and preventative measures to preserve data at all times. Manage constant scheduling of database backups to preserve valuable data. Manage and monitor proactive restoration of possible data loss and ensure an effective recovery plan. Provide high-level support to customers on a daily basis, Determine the specific data needs to be imported into the data warehouse, including the source system and file formats. Create an ETL plan to extract data from the source system Build the necessary workflows or scripts to automate the ETL processes. Conduct thorough testing to ensure the ETL processes are correctly extracting, transforming, and loading the data.

- ENQUIRIES** : Technical Enquiries: Mr D Reid Tel No: (010) 493 8755,
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- POST 18/13** : **IT COLLABORATION PLATFORMS ADMINISTRATOR REF NO: 2024/58/OCJ**
- SALARY** : R376 413 - R443 403 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three (3) year National Diploma in Information Technology/ Computer Science/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 2 years' experience in the collaboration platform environment. Skills and Competencies: Demonstrate knowledge in messaging and collaboration technologies. Industry certification in relevant technologies or equivalent industry experience. Knowledge of commitment to the Department's ICT policies. Developing and maintaining knowledge and technical capability across diverse and dynamic hardware, software and technologies and where the complexity, size and scale of the operating environment continually challenges the technical capability, boundaries of both internal / external suppliers. Project Management Skills, Technical Skills, Communication and Collaboration, Problem-solving and Analytical Thinking, Planning and organizing skills, Computer skills, Ability to collaborate effectively to ensure delivery of ICT, infrastructure Self-motivated Communicate Effectively Display Resilience and Courage, Plan and Prioritize, Demonstrate Accountability, Act with Integrity and the ability to manage self, Flexible Meticulous. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Design, configure and maintain collaboration platform servers, troubleshoot issues, monitor collaboration system performance and provide technical support. Develop, design, maintain, and customize SharePoint sites, libraries, lists, and workflows to meet business needs. Design and establish configuration management documentation. Create and configure web parts, forms, and templates to enhance user experience Implement and maintain SharePoint security policies, permissions and access controls and follow best practices and standards. Conduct system test plans to ensure the quality, performance and integrity of the collaborative platforms. Troubleshoot and resolve issues that affect the ability of SharePoint to perform at its functionality. Manage sites, accounts and site configuration, custom features deployment, bandwidth monitoring, managing space, and maintain backups, Maintain the system for optimum performance and security with no or minimal downtime. Manage SharePoint users, document/ control/ report access to all document libraries, permission settings and associated changes. Implement and oversee Microsoft's SharePoint and web-based document collaboration platform Provide sound and reliable technical advice and also act as a third level escalation support for the resolution of technology problems and event Provide solutions on collaboration platform issues and perform root cause analysis. Manage Security Validation Program (Annual audit of site membership and access) Configure and maintain compliance scans of all SharePoint content Configure and test risk assessment Address audit queries Create and enhance new/ current processes for unstructured data Facilitate and support ad-hoc projects related to SharePoint unstructured data and compliance by other departments Maintain SharePoint site directory/ site owners list Provide new site collections archive and remove inactive SharePoint site collections, Maintain SharePoint site collection administration training program, administer

permission and provide user training and user access. Provide support to training of site owners base on new compliance processes and permissions management, Update and maintain SharePoint Governance site response to end-user SharePoint support requests, contribute to the development and maintenance of technical and support documentation and ensure accurate records are maintained in accordance with Departmental protocols, Maintain currency in the rules and regulations regarding collaborative environments and data sharing.

ENQUIRIES

: Technical Enquiries: Mr D Reid Tel No: (010) 493 8755
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500