

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** : **Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatjie Drive, Room B107, Kimberley.
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
- CLOSING DATE** : 01 July 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 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. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. 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. Note: OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate (submitted prior to appointment). For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

OTHER POSTS

- POST 21/71** : **LAW RESEARCHER REF NO: 2024/75/OCJ**
- SALARY** : R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Northern Cape Division of The High Court: Kimberley
 : Matric Certificate and a Bachelor's Degree (NQF8) in LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of two (2) years' legal experience obtained after qualification. A minimum of three (3) years legal research experience. Completed articles will be an advantage. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat) Skills and Competencies: Excellent research and analytical skills, Report writing and editing skills, Excellent communication skills (written and verbal), Problems analysis, solving and planning skills, Computer literacy (MS Word), Project Management, including planning and organizing ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail, Interpersonal skills, Ability to work under pressure, Time management skills, Creative and analytical skills.
- DUTIES** : Perform all legal duties for the Judges to enable them to prepare judgments. Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge. Read all relevant material and analyze it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the Judge's attention, prepare a comprehensive memorandum on the outcome of the research, Proof read all judgments, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes on all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes to that the Judge can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic format on legal issues as requested by a Judge. Read all the relevant material and analyse it thoroughly, Prepare PowerPoint presentations, perform quasi-judicial functions, Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence. Performing any court-related work requested to improve the efficiency of the court.
- ENQUIRIES** : Ms S Basson Tel No: (053) 492 3501
 : Ms L Wymers Tel No: (053) 492 3533
- NOTE** : Organisation will give preference to candidates in line with the Employment Equity goals
- POST 21/72** : **ADMINISTRATION CLERK: HRD & PMDS REF NO: 2024/76/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Midrand
 : Matric Certificate. A three-year National Diploma/Degree in HRM/Public Administration or equivalent and relevant qualification at NQF level 6 with 360 credits as recognised by SAQA will be an added advantage. A valid driver's license Skills and Competencies: Knowledge of PERSAL will be an added advantage. (shortlisted candidates will be required to submit PERSAL

certificate/results), Knowledge of HRM/D legislation and policies, knowledge and understanding the concepts of HRD and PMDS. Knowledge and understanding of the Legislation/ Prescript and framework governing the Public Service, Knowledge of HRD related standards, practices, processes and procedure, Batho Pele principles. Communication skills, Problem solving skills, Project management skills, Analytical skills, Report writing skills, Presentation skills, Organising and planning skills, Computer literacy (Ms Office).

DUTIES

: Provide support to Human Resource Management and Development processes. Provide administrative services to internal bursaries processes within OCJ. Administer the departmental induction programme. Provide administrative support for PMDS. Provide administration for moderation of performance and implementation of performance incentives. Provide administrative support service.

ENQUIRIES

NOTE

: Technical enquiries: Ms B Mahlangu/Mr M Mbele Tel No: (010) 493 2638/2689
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