

## 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. Women and People with Disabilities are encouraged to apply*

**APPLICATIONS**

- National Office: Midrand/** Judicial Support Pretoria/ 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. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685
- Eastern Cape/ Port Elizabeth/ Grahamstown/ Bisho/ Umthatha/ East London:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London
- Free State/ Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- Gauteng (Provincial Centre) /Land Claims Court (Randburg)/ Johannesburg High Court / Pretoria High Court/ Labour & Labour Appeal Court:** 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
- Kwazulu-Natal/ Durban/ Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban
- Mpumalanga/ Middelburg/ Mbombela:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, 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
- Northern Cape:** 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
- North West/ Mmabatho:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- Limpopo/ Polokwane/ Thohoyandou:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699
- Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town
- CLOSING DATE** : 18 September 2020

**CLOSING DATE**  
**NOTE**

- : Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful

completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies are allowed; certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Candidates wishing to apply for an Internship outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax or email, will NOT be considered or accepted.

#### **OTHER POSTS**

<b><u>POST 21/244</u></b>	<b><u>CHIEF REGISTRAR REF NO: 2020/86/OCJ</u></b>
<b><u>SALARY</u></b>	R473 820 per annum. (MR-6) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	Gauteng Division: Pretoria An LLB Degree or equivalent qualification. At least 8 years' appropriate post qualification legal experience. A valid driver's licence. Leadership and Managerial experience. Computer literacy. Skills and competencies: Communication (Verbal and Non-verbal). Numerical Skills. Technical Expertise. Attention to detail. Planning. Organizing and Control. Problem solving and decision making skills. Customer service. Interpersonal skills. Conflict management. Work ethic and motivation. Self-management. Professionalism appearance and conduct.
<b><u>DUTIES</u></b>	Mentor and advice on the tracking and management of the progression of all cases filed in Court. Management of time and events necessary to move cases from initiation through to disposition. Reporting to the Judge President. Make input on amendments of Court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the High Court. Reporting, compile training manuals and provide training to Registrars. Support staff, Stakeholder Management, Human Resources Management, Court and Case-Flow Management/Quasi-Judicial Functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned Customer Service outcomes (i.e. Service levels and Standards) for the Department and monitoring the unit's Service Delivery in order to achieve the service delivery targets. Ensure the highest level of Customer Care and Customer satisfaction. Manage PMDS of staff.
<b><u>ENQUIRIES</u></b>	Ms T Mbalekwa Tel No: (011) 355 0404

- POST 21/245** : **OFFICE MANAGER REF NO: 2020/87/OCJ**  
Re-Advertisement Candidates who previously applied, are encouraged to re-apply).
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga High Court: Mbombela  
A three-year National Diploma/ Bachelor's Degree in Office Management or relevant equivalent qualification. 3-5 years' relevant experience in an Office Administration environment. A valid driver's licence. Skills and Competencies: Job Knowledge of office management responsibilities. Systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook). Strong Leadership and Management Capabilities.
- DUTIES** : Manage the office of the Judge President at the Mpumalanga High Court (Mbombela). Support the Judge President in communication with all Stakeholders. Management and Supervision of Judges' support staff and related matters. Manage logistical arrangements for integrated meetings and operations. Oversee the administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches. Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges, National Office, Legal Professional Bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both Internal and External Stakeholders. Prepare presentations and briefing notes for the Judge President and disseminate complex information to all branch heads. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal Source of Directive related to the special fields.
- ENQUIRIES** : Mr V Maeko/ Mr M Jele Tel No: (013) 753 9308/ 082 309 0910
- POST 21/246** : **ASSISTANT DIRECTOR: SALARIES AND TAXATION REF NO: 2020/88/OCJ**
- SALARY** : R376 596 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
A three-year National Diploma/Degree in Finance/ Accounting. Three (3) Years relevant Managerial experience in Taxation. Three (3) Years relevant Managerial experience in Debt Management. Through understanding of the public service, PFMA, Treasury Regulations, Accountant General's General Annual Reporting, Framework. Technical Knowledge/Competencies: Knowledge of relevant legislation (Financial Regulatory Framework). Knowledge of the Transversal Government Systems (BAS and PERSAL). Good understanding of SARS Easy file and E-Filing. Financial Management. Problem solving and Analysis. Computer Skills. Analytical. Behavioural competencies: Ability to Communicate (Verbal& written). Meeting of deadline. Assertiveness. Good Interpersonal Interrelation. Client Orientation and Customer Focus. Team Work. Attention to Detail.
- DUTIES** : Management of the Department Tax Liability Account .Ensure that the Judges Tax is calculated and paid in line with SARS guidelines. Ensure that OCJ Employees Tax calculated in line with SARS guidelines. Management of the Departmental Debts Account and reporting. Monitoring and Reporting of Tax reports. Management of Compensation of Employees and Travel Claims.
- ENQUIRIES** : Ms S Tshidino 010 493 2500
- POST 21/247** : **IT CO-ORDINATOR REF NO: 2020/89/OCJ**  
(3 Year's Contract)
- SALARY** : R376 596 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre: East London

- REQUIREMENTS** : A three (3) year National Diploma/Degree in Information Technology. Three (3) years relevant experience of which 2 years must be at supervisory level. One-year end user training. A valid driver's license. An advanced certificate in ITIL will be an added advantage. Technical Knowledge/Competencies: Project and Systems Management. Network administrator. 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 on End-User Training. Knowledge of Public Sector IT environment, LAN. Project and Change Management. Experience in (IT and general) Asset Management. Behavioural competencies: Project and system management. Communication skills. Good interpersonal relations skills. Training and presentation skills. Problem solving and analytical skills. Planning and Organising. Customer service orientation.
- DUTIES** : Conduct functional training on Business Systems Applications Provide IT first line support and liaison with the End-Users and LAN support Liaise with Contracted Service Providers at Provincial level Conduct infrastructural assessment (Application support) and coordinate all the IT related activities in the regions. Manage projects for Roll-out of Business systems and training Compile regional report on the IT system usage and all the IT business systems undertaken.
- ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217
- POST 21/248** : **LABOUR RELATION OFFICER REF NO: 2020/91/OCJ**
- SALARY** : R316 791 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
- REQUIREMENTS** : National Diploma/Bachelor Degree in Labour Relations/Human Resource Management specializing in Labour relations/Employment Relations. Valid driver's license. Minimum of 2 years' experience in Employee Relations. Knowledge of Public Services Legislation, Prescripts and Regulations. Employment Equity Act. Basic conditions of Employment Act. Constitution Act 108 of 1996.Willingness to travel.
- DUTIES** : Handle dispute resolution management in the Department. Represent the Employer at conciliation and arbitration. Handle disciplinary and grievance process to ensure sound employee relations. Develop case management data base for Employee Relations. Handle Employee Relations enquiries and advocacy sessions. Rendering Labour Relations advisory services to both management and employees. Report on mandatory labour relations matters. Facilitate Departmental Bargaining Chamber activities including collective bargaining resolutions.
- ENQUIRIES** : Ms S Tshidino Tel No: (010) 493 2500
- POST 21/249** : **SENIOR COURT INTERPRETER REF NO: 2020/92/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Free State High Court: Bloemfontein
- REQUIREMENTS** : A National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade 12 and ten (10) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages. A valid driver's licence will be an added advantage. Knowledge of any foreign Language will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good Interpersonal Relations. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer Services. Planning and organising skills. Confidentiality. Analytical thinking. Listening skills.
- DUTIES** : Render interpreting services in criminal court, civil court, labour and quadri-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
- ENQUIRIES** : Ms M Luthuli Tel No: (051) 406 8191

<b><u>POST 21/250</u></b>	:	<b><u>JUDGES SECRETARY (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Local Division: Johannesburg Ref No: 2020/93/OCJ Grade (12). One (1) to three (3) years' Secretarial experience or as an Office Assistant.; A valid driver's license; An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application; 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 care service skills and excellent typing skills; Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
<b><u>DUTIES</u></b>	:	Typing (or format) of draft memorandum decision; opinions or judgement entries written by or assigned by Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence; Judgements and orders for the Judge; Arrange and diarize appointments; meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of Court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file Court records safely. Accompany the Judge to the Courts; Management of Judge's vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge's library and updating of documentation; Execute legal research as directed by the Judge and comply with Prescripts; Departmental policies, Procedures and Guidelines. Ms T Mbalekwa Tel No: (011) 355 0404
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 21/251</u></b>	:	<b><u>CHIEF ADMINISTRATIVE CLERK REF NO: 2020/95/OCJ</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Division: Pretoria A Senior Certificate. Two years' relevant experience in administrative environment. Supervisory experience. Skills and Competencies: Communication skills, Computer Literacy, Planning and Organising skills, Job Knowledge, Flexibility, Interpersonal Relations and Teamwork.
<b><u>DUTIES</u></b>	:	Knowledge of departmental policies, prescripts and Batho Pele principles. (Client Service). Administer the training and performance management within unit. Render administrative support services. Supervise all staff within unit. To enhance efficiency by implementing processes aimed at ensuring the functioning of legal and administrative procedures in a timely fashion. Ms T Mbalekwa Tel No: (011) 355 0404
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 21/252</u></b>	:	<b><u>REGISTRAR REF NO: 2020/90/OCJ</u></b>
<b><u>SALARY</u></b>	:	R257 073 per annum (MR3 –MR5) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Constitutional Court: Braamfontein An LLB Degree or a four (4) year Legal qualification. At least five (5) years' legal experience obtained after qualification. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/ Trustworthy. Observance of confidentiality.
<b><u>DUTIES</u></b>	:	Co-ordination of Case Flow Management support process to the Judiciary and prosecution. Manage the issuing of all processes initiating Court Proceedings.

- Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, notaries and sworn translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' 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.
- ENQUIRIES** : Mr M Ngonyama Tel No: (011) 359 7590
- POST 21/253** : **ADMINISTRATION CLERK: HELP DESK REF NO: 2020/96/OCJ**  
(3 Year's Contract)
- SALARY** : R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Thohoyandou High Court  
Grade 12 or equivalent qualification. Skills and Competencies: Good communication, interpersonal and listening skills. Telephone etiquette. Computer literacy (MS Windows and MS Office). Ability to work under pressure and to solve problems. Accuracy and attention to detail.
- DUTIES** : Maintain high levels of professionalism and maintain a helpful attitude. Responsible for Manning the IT helpdesk and accurately log all service desk tickets accurately in the service desk software application. Unlock accounts and Resets Passwords. Answer IT helpdesk telephone calls and emails and correctly/accurately allocate to the correct IT technician / team for resolution Monitor logged service requests with specific reference to high priority calls. Become familiar with helpdesk policies and service level agreements. Assist in follow up of calls that are out of SLA
- ENQUIRIES** : Mr T Masemola / Ms N Phadziri Tel No: (015) 230 4051 /4008
- POST 21/254** : **TYPIST REF NO: 2020/97/OCJ**
- SALARY** : R145 281 per annum the successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : High Court: Bisho  
Grade 12 or equivalent qualification. Minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal). Accuracy and attention to details. Good interpersonal relations. Planning and organization skills. Ability to work under pressure. Telephone etiquette. Flexibility.
- DUTIES** : Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports. Dealing with incoming and outgoing post. Assist with fleet management. Typing of memorandums and court orders. Relief administrative personnel where necessary. Filing, assist on switchboard operation and opening files. Dealing with public queries and other administration duties. Drawing of files, and any other tasks allocated by the supervisor.
- ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217
- POST 21/255** : **TYPIST REF NO: 2020/98/OCJ**
- SALARY** : R145 281 per annum the successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : High Court Gauteng Division: Pretoria  
Grade 12 or equivalent qualification with typing as a passed subject. Minimum typing speed of 20 wpm. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations. Planning and organization skills. Problem solving and analysis. Accuracy and attention to detail. Ability to work under pressure. Telephone etiquette.
- DUTIES** : Typing of court orders. Typing of urgent applications. Sort and distribute incoming and outgoing files. Attend to requests from Legal fraternity and public. Implementation of ICMS – Civil. Relief administrative personnel where necessary. Scan and save draft orders. Record work in register for monthly statistics.

- ENQUIRIES** : Ms T Mbalekwa Tel No: (011) 335 0404
- POST 21/256** : **FOOD SERVICE AID REF NO: 2020/99/OCJ**  
(1 year renewable contract)
- SALARY** : R122 595 per annum per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court: Braamfontein
- REQUIREMENTS** : Adult Basic Education and Training Course Level 4/ Grade 10, Two (2) Years appropriate experience and relevant knowledge as a Food Aid; Previous experience in hospitality environment will serve as an advantage; Good verbal communication skills and must be highly responsible with good work ethic
- DUTIES** : Ensure that the dining area is clean, tables are clean, neat and set correctly according to the menu; Ensure that cutlery and condiments are available on the table; Ensure that water and juice jugs are clean and always refilled; Assist in preparing, serving and storing food; Ensure safekeeping of office/storeroom keys and report any losses, damages or theft; Perform any other duty assigned to you by the Supervisor.
- ENQUIRIES** : Mr M Ngonyama Tel No: (011) 359 7590