

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.
- : **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
- : **Gauteng:** Land Claims: Randburg/Gauteng provincial Service Centre/ Labour and labour Appeals 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.

CLOSING DATE

- : 01 September 2023

NOTE

- : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated), only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and 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 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.

ERRATUM: Kindly note that the post of Law Researcher Ref No: 2023/267/OCJ advertised on Public Service Vacancy Circular 26 dated 28 July 2023 and OHS Practitioner Ref No: 2023/279/OCJ advertised on Public Service Vacancy Circular 27 dated 04 August 2023 has been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 29/77</u>	:	<u>STATE LAW ADVISOR REF NO: 2023/290/OCJ</u>
<u>SALARY</u>	:	R844 572 - R1 387 725 per annum (LP7- LP8). Salary will be in accordance with the Occupation Specific Dispensation Determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB Degree or 4 years recognised legal qualification. A minimum of five (5) years' appropriate post qualification litigation or advisory experience Admission as an advocate or attorney. Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. LP7 a minimum number of 5 – 8 years and LP8 a minimum number 9 – 30 years post graduate service and experience. Valid driver's license. An understanding of the functioning of the Superior Courts will be an added advantage. skills and competencies: Good written and verbal communication skills, Interpersonal skills, People Management skills, Legal Research and Analytical Skills, Ability to work independently and meet deadlines, ability to work under pressure, pay attention to detail and to ensure the correctness of information, Problem solving and decision-making skills, Computer literacy, Planning and organising skills and Report writing skills.
<u>DUTIES</u>	:	Conduct Legal Research on Judges Ethics and conduct of Judicial Officers. Establish and maintain a complaint register of complaints lodged against Judges. Provide legal advisory on complaints lodged against Judges. Provide Secretariat support to the Judicial Service Commission and its committees. Manage the litigation process for the Judicial Service Commission
<u>ENQUIRIES</u>	:	Technical enquiries: Ms M Mondlane Tel No: (010) 493 2575 HR enquiries: Mr. A Khadambi Tel No: (010) 494 8515
<u>POST 29/78</u>	:	<u>ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 2023/292/OCJ</u>
<u>SALARY</u>	:	R424 104 – R489 467 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Provincial Service Centre
<u>REQUIREMENTS</u>	:	Matric Certificate and a three (3) year National Diploma/Degree in Security Management or Security Risk Management or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' supervisory experience in security or risk management environment. Grade A/B PSIRA Certificate. A valid driver's license. Sound knowledge of PAIA, MISS, OHSA, POPIA, Access to Public Premises and Vehicles Act, and other relevant security and risk management legislation. Completion of the SSA Security Management Course will serve- as an added advantage. Skills and Competencies: Computer literacy (MS Office). Communication skills (verbal and written). Administration and organisational skills. Interpersonal skills. Ability to meet strict deadlines and to work under pressure. Willingness to travel and work outside normal working hours. Report writing skills.
<u>DUTIES</u>	:	Provide security advisory services to Management. Maintain security value adding consultancy. Ensure implementation of the OCJ Security Policy. Development of security procedural guidelines. Manage matters related to integrity management and investigate security breaches. Ensure that physical security measures are in place by providing physical security infrastructure and key controls. Manage contracted security service provider and ensure compliance with the service level agreement. Evaluation and optimization of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Ensure compliance with Occupational Health and Safety Act. Interaction with security related and relevant authorities. Assist in the management of the total

		security (personnel, document, physical assets, contingency planning and security planning) of the OCJ and linked institutions. The development and implementation of training and awareness programme. Interaction with security related authorities (SSA Agency, SAPS, etc). Management of the outsource security service provider. Management of logistical/transport Services. Manage and ensure the provision of facilities. Risk management aspects. Auditing processes. Overseeing all Facilities management and Auxiliary services in the Province. Security and Facilities stakeholder Management.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms MJ Mokoena Tel No: (010) 494 8533 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>POST 29/79</u>	:	<u>LAW RESEARCHER REF NO: 2023/293/OCJ</u> (Six Month Contract) (Re advertisement, candidate who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R424 104 – R508 692 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Thohoyandou High Court Matric and an 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 and 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.
<u>DUTIES</u>	:	Perform all legal duties for the Judges to enable them to prepare judgements. 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 in 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 analyze 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.
<u>ENQUIRIES</u>	:	HR Enquiries: Ms. R.F Mathobela/ Ms. E.M Ramaphakela: Tel No: (015) 495 1758/1744 Technical enquiries: Ms. M.M.G Phaswane Tel No: (015) 495 1812
<u>POST 29/80</u>	:	<u>JUDGES SECRETARY REF NO: 2023/294/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R294 321 – R420 402 per annum, (The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Labour and Labour Appeals Court Johannesburg Matric certificate with one (1) to three (3) years secretarial experience or as an office assistant in a legal environment. A valid license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/Bcom Law will serve as an advantage. Shortlisted Candidate will be required to pass a typing test. Skills and competences: proficiency in English, good communication skills (verbal and written), Administration and Organizational skills, Exceptional interpersonal skills, Ability to meet strict deadlines and work under pressure. Attention to details. Customer service skills and excellent typing skills including Dictaphone typing. Confidential and time management. Computer literacy (MS Words) and research capability.

<u>DUTIES</u>	:	Provide 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 ensure their 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 hi/her visitors and attend to their needs.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms T Nzimande Tel No: (011) 359 5718 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>POST 29/81</u>	:	<u>OHS PRACTITIONER REF NO: 2023/295/OCJ</u> (Re advertisement candidate who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Matric certificate and a three-year National Diploma/Degree in Occupational Health and Safety or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years relevant experience. A valid driver's license. Skills and Competencies: Excellent verbal and written communication skills, Advanced Microsoft package (Excel) skills, Strong interpersonal skills. Strong presentation skills, Strong organizational abilities and accuracy, Attention to detail. Personal Attributes, Must have high levels of self-motivation, team player, self-starter who shows initiative and has the ability to work autonomously/ with little guidance. Flexible and adaptable with an ability to multitask, Hard worker who works well under pressure and is deadline focused and results driven, Assertive and tenacious.
<u>DUTIES</u>	:	Implementation of OHS policies and procedures. Review, implement and ensure compliance with SHERQ policy. Integrate and align SHERQ processes into the EHWP framework and supporting policies. Conduct OHS inspections to ensure occupational health and safety of employees. Coordinate OHS meetings at National office and ensure said meetings are conducted in the regions. Facilitate and conduct occupational health and safety workshops, awareness and trainings. Co-ordinate Emergency Evacuation Drills and Occupational Health and Safety Audits Provide administrative support within the Sub Directorate EHW to efficiently plan operations.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms K. Choma Tel No: (010) 493 2500 HR Related Enquiries: Mr. A. Khadambi Tel No: (010) 493 2527
<u>POST 29/82</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: 2023/296/OCJ</u>
<u>SALARY</u>	:	R202 233 – R235 611 per annum. The successful candidate will be required to sign performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Land Claims Court: Randburg Matric Certificate or equivalent qualification. A National Diploma in Human Resource Management, Public Management, Public Administration and Public Relations with 360 credits as recognised by SAQA will serve as an added advantage. A minimum of one (1) year experience in Human Resources Management. A valid driver's license. Skills and Competencies: Communication (written and verbal). Computer literacy (MS Office). Good interpersonal skills. Ability to work under pressure and solve problems. Customer service skills.
<u>DUTIES</u>	:	Implementation of administration practices include recruitment and selection (Advertisement, Appointments), transfer, verification of qualifications, secretariat function at interviews, absorptions, and probationary periods. Implement conditions of service (leave, Housing, Medical, Injury on duty, Long

		Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR). Performance management, Termination of Service. Address human resource administration enquiries. Performing any related duties required for the efficient functioning of the office.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms N Mhlambi Tel No: (010) 493 5392 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>POST 29/83</u>	:	<u>REGISTRAR'S CLERK REF NO: 2023/297/OCJ</u>
<u>SALARY</u>	:	R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of High Court: Johannesburg
	:	Matric Certificate or equivalent qualification. Skills and Competencies: Computer skills: Good communication skills (written and verbal; Good interpersonal and public relations skills: Good administration and organisational skills; Customer Service skills: Ability to work under pressure; Additional Competencies, which may be of advantage: paralegal qualification, knowledge of court process and procedure.
<u>DUTIES</u>	:	Render efficient and effective support services to the court; issuing of court process at General office; case management duties; Render counter service duties / functions; prepare, analyse and submit court statistics; Maintain and keep all registers for civil and criminal matters; Filing and archiving of both civil and criminal process; attending to case management and set down notices; act as a liaison between Judges and Legal Practitioners; requisitioning of accused person from prison; attend to correspondence and enquiries from the public and stakeholders; prepare and send cases to transcribers for appeal and review purpose; attend to complaints from prisoners and members of the public; administrative duties in respect of mental health, petition, review and appeal matters; Allocation of records and documents to judges; serving documents onto the NPA'S office; submission of monthly criminal trail statistics and full Bench Appeal statistics; searching of files from archives; service of records to the NPA's office for the purpose of obtaining notice of set down; provide administrative support in general as requested by the Chief Registrar, Court Manager and supervisor.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr J Mahlaule Tel No: (010) 494 8396 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515