

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 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.

Free State Provincial Centre: 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.

Labour and Labour Appeals Court: Johannesburg 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.

Eastern Cape Division of the High Court: Gqeberha: 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.

CLOSING DATE

: 08 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 initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only 121 and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will

retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

POST 30/66 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2023/298/OCJ**

SALARY : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Free State Provincial Service Centre

REQUIREMENTS : Matric Certificate and a three (3) year National Diploma/Bachelor Degree in Human Resource Management and/or Development, Public Administration or an equivalent related qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in Human Resource Management and two years must be at supervisory level in HR and related fields. A valid driver's license. Formal PERSAL training. Knowledge and understanding of current public service legislations, regulations and policies. Skills and Competencies: Computer literacy (Microsoft Office). Good communication skills (verbal and written). Accuracy and attention to detail. Good administration skills. Planning and organising skills. Good interpersonal skills. Ability to meet strict deadlines and work under pressure. Ability to work independently and self-motivated. Report writing skills.

DUTIES : Manage and coordinate HR administration matters to contribute to the rendering of a professional Human Resource Management environment. Manage and coordinate conditions of service and benefits (leave, housing allowance, terminations, long service recognition, overtime, resettlement, acting allowance, injury on duty). Manage and coordinate HR provisioning (recruitment and selection, appointments, transfers, probations). Manage and coordinate performance management and development. Address all HR related enquiries to ensure the correct implementation of human resource management policies, prescripts and practices. Ensure the successful implementation of departmental/public service policies and prescripts on matters related to human resource management and development. Prepare and consolidate reports. Inform, guide and advice on human resource management matters. Supervise the personnel within the unit.

ENQUIRIES : Technical and Hr Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4523

POST 30/67 : **REGISTRY CLERK REF NO: 2023/299/OCJ**

SALARY : R202 321 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Matric Certificate. One (1) year experience in the registry/records environment will be an added advantage. Understanding of the National Archives Act and Regulations. Understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of Batho Pele Principles. Skills and Competencies: Communication (written and verbal). Interpersonal relations. Computer literacy (MS Office). Time Management. Planning and organizing skills. Report writing skills. Ability to work under pressure. Ability to work independently. Flexible. Ambition. Confidentiality.

DUTIES : Provide registry services within the Office of the Chief Justice. Render an effective filing and record management service. Open and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Receive and register hand delivered mails/files. Handle incoming and outgoing correspondence; receive all mail and couriers. Sort, register and dispatch mail. Distribute notices on registry issues. Process documents for archiving and disposal. Arrange and package files for archives and distribution. Keep records for archived documents. Maintain the departmental records and filing systems. Record receipt files and protection records and ensure correct filling. Maintain all related records and all submission in register. Attend to queries relating to registry services.

- ENQUIRIES** : Technical Related enquiries: Mr L Masia Tel No: (010) 493 2532, HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527
- POST 30/68** : **REGISTRAR'S CLERK REF NO: 2023/300/OCJ**
- SALARY** : R202 233 – R235 611 per annum, (The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour and Labour Appeals Court Johannesburg
 : Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office) Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated.
- DUTIES** : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing, Administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties.
- ENQUIRIES** : Technical enquiries: Ms T Nzimande Tel No: (011) 359 5718, HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 30/69** : **TYPIST REF NO: 2023/301/OCJ**
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape High Court, Gqeberha
 : Matric Certificate or equivalent qualification. Shortlisted candidates will be required to pass a typing test - Minimum typing speed of 35 wpm. Skills and Competencies Computer literacy (MS Word/Excel), Good communication skills (written and verbal), Good interpersonal relations, Planning and organization skills, Good problem solving skills, Accuracy and attention to details, Ability to work under pressure, Good timekeeping, Telephone etiquette.
- DUTIES** : Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties. Assisting taxing master with drawing taxation files, taxation dates for attorneys and his/her diary, Attending to telephone calls regarding taxation dates and court order processes, if the matter was heard and order was made. Attend to switchboard operation and other task allocated by the supervisor.
- ENQUIRIES** : Technical Related Enquiries: Ms I Buys Tel No: (051) 502 6626, Hr Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 30/70** : **FOOD SERVICE AID REF NO: 2023/302/OCJ**
- SALARY** : R147 036 – R170 598 per annum, (The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Labour and Labour Appeals Court: Johannesburg
 : Matric certificate. Computer Literacy (MS Word); Knowledge of purchasing and safe Keeping of stock, Good Communication Skills (verbal and written).
- DUTIES** : Ensure that the Judges board and tea rooms are clean, tables neat and set correctly. Ensure that the tea is ready for the Judges not later than 09h00 and 11h00. Ensure that crockery and cutlery are neat and clean, ready and established according to the Judges. Clean both kitchen and tea room and mop the floors. Clean the fridge and cupboards. Ensure that the urn and Kettles are clean, shiny Wipe the table and chairs in the tea room. Prepare tea or Water for the Judges meeting as per their request. Purchase monthly stock, storing food and ensure safe keeping of tearooms keys Provide tea and refreshment to Judges on Specific meetings. Prepare tea, water jugs for the Panel sitting for Shortlisting/ interviews. Report any losses, damages or theft not less than 24 hours. Collect cleaning products at procurement on monthly basis. Perform any other duty assigned to by the supervisor.

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