

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:



- APPLICATIONS** : **National Office Midrand/ Constitutional Court** 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.
- KwaZulu Natal/Durban/Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000
- Gauteng Division of the high Court: Pretoria** 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.
- Free State:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- Mpumalanga Division of the High Court: Mbombela/Mbombela Magistrate Court:** 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
- Eastern Cape Division of the High Court: Makhanda/Bisho:** 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** : 15 September 2023
- NOTE** : 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. 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 initial 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 31/48 : **DEPUTY DIRECTOR: INSTITUTIONAL SECRETARIAT SERVICES, REF NO: 2023/303/OCJ**

SALARY : R811 560 – R952 485 per annum. (All-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
 : Matric certificate and a three-year National Diploma at (NQF 6)/ Bachelor's Degree (NQF 7) in Public Management and Governance. A minimum of 3 years' experience at Assistant-Director (ASD) Level/ Middle Management. A certification with Chartered Governance Institute of Southern Africa (CGISA) will be an added advantage. A Valid driver's license. Sound knowledge and applicable legislation and regulations relevant to the OCJ and Public Service. King IV Code on Corporate Governance. Corporate Governance Framework. Delegation of Authority Framework. Exposure to dealing with Executive Management and management committees. Skills and Personal Attributes. Business Process Understanding. Compliance Management. Good Communication (verbal and written). Planning and Execution. Interpersonal relationships. People Management skills. Producing quality work. Integrity and honesty. Confidentiality. Ability to work under pressure. Ability to work independently and meet deadlines. Reliability. Problem solving. Adaptability. Attention to detail and ensure quality and correctness of information.

DUTIES : Coordinate the planning of the Judiciary Governance Structures and the OCJ's Executive governance structures. Provide governance advice and the secretariat support services to the Judiciary structures and the OCJ's Executive governance structures. Ensure the adherence to standard requirements relating to confidential, classified and secret information. Develop and monitor the coordination of updates of the resolution registers. Manage the production of the resolution's analysis report regarding the OCJ executive governance committees. Coordinate the implementation of risk management activities. Develop action plan to mitigate the identified risks. Manage the sub-directorate. Develop and manage the operational plan of the sub-directorate and report on progress as required.

ENQUIRIES : Technical Related Enquiries: Ms SZ Mpheshwa Tel No: (010) 493 2535
 HR Related Enquiries: Mr A Khadambi: Tel No: 010 493 2500

POST 31/49 : **DEPUTY DIRECTOR: LEASES AND DISPOSAL MANAGEMENT, REF NO: 2023/304/OCJ**

SALARY : R811 560 – R 952 485.per annum. (All-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

- REQUIREMENTS** : Matric Certificate and a three year National Diploma/Bachelor's degree in Financial Management, Financial, Cost or Management Accounting or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three 3 years' experience in Asset Management as an Assistant Director. A valid driver's license. Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Asset Management Framework, Modified Cash Accounting Standards. Knowledge of the procurement directives and procedures. Computer literacy. Communication skills, both written and verbal. Ability to work in a team. Planning and organizing skills. Independent and focused. Problem solving, decision making and Innovative. Extensive travelling is required.
- DUTIES** : Ensure maintenance of the Leased Asset Register and ensure compliance to PFMA, Treasury Regulations, Modified Cash Accounting Standards, and other prescripts. Oversee the design and implementation of leased assets policies and procedures. Address management assertions (completeness, existence, rights, valuations, presentation and disclosure). Ensure capitalization, de-recognition, and all other accounting for leases assets and disposed assets is in compliance with the Modified Cash Accounting Standards. Ensure that expenditure for l0eased assets has been correctly classified. Oversee the development of strategies to coordinate physical verification activities in order to provide status information around the existence and condition of all leased assets. Monitor and evaluate compliance of policies and processes. Oversee the management of verification process on leased assets. Control, monitor and evaluate the asset register to be up-to date. Facilitate the disposal of assets across the Department in line with policy directives. Assist in resolving audit queries and ensure completeness and accuracy. Guide and assist Courts with leased assets & disposal related enquiries. Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff. Assist the Director: Asset Management to carry out delegated functions.
- ENQUIRIES** : Technical Related Enquiries: Tel No: 010 493 2561
HR Related Enquiries: Mr A Khadambi Tel No: 010 493 2500
- POST 31/50** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT, REF NO: 2023/305/OCJ**
- SALARY** : R424 104 – R496 467.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Kwazulu Natal 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 qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in Human Resource Management. A minimum of two (2) years' experience at a 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 Enquiries: Ms SZ Mvuyana: Tel No: 031 493 1721

POST 31/51 : **LAW RESEARCHER: JUDICIAL EDUCATION AND RESEARCH, REF NO: 2023/306/OCJ**

SALARY : R424 104 – R508 692.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
: Matric certificate and an LLB degree or a four-year recognised legal qualification; Three (3) to five (5) years' experience working in a legal environment; A valid driver's licence. Added advantage: Working experience as a researcher in a training environment; A post graduate qualification in Law; Experience in conducting empirical research (qualitative and quantitative).skills and competencies: legal research and analytical skills; report writing and editing skills; project management; planning and organizing; accuracy and paying attention to detail; communication skills; computer literacy; excellent interpersonal skills; ability to work under pressure, long hours and weekends; willingness to travel.

DUTIES : Provide research support to SAJEI; Gather and analyse research relevant to training conducted by SAJEI; Develop and maintain research database that will contribute to the overall objectives of SAJEI; Perform tasks of allocated research projects on the annual research agenda; Track the developments in jurisprudence and amendments of legislation that have a direct bearing on judicial education and training; Conduct legal research for judicial educators on aspects of judicial education curriculum; Provide support to the Editorial Committees for the SAJEI Journal and Judicial Education Newsletter; Provide :legal support to training seminars and webinars and produce training reports.

ENQUIRIES : Technical Enquiries: Dr. Sandra Govender Tel No :(010) 4932577
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500/2527

POST 31/52 : **LAW RESERCHER, 2023/307/OCJ**

SALARY : R424 104 – R 508 692.per annum, the successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Free State Division Of The High Court: Bloemfontein
: Matric Certificate and LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added advantage. Skills and competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Office); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problem solving skills; Ability to work under pressure; Ability to work independently.

DUTIES : Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges and other personnel of the court. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Attend to additional duties as assigned.

ENQUIRIES : Technical Related Enquiries: Mr. P.J Soke Tel No: (051) 492 4523
Hr Related Enquiries: Ms N. De La Rey Tel No: (051) 492 4523

POST 31/53 : **LAW RESEARCHER, 2023/308/OCJ**

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

CENTRE : Kwa Zulu Natal division of the high court: Durban

<u>REQUIREMENTS</u>	:	Matric Certificate and LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently.
<u>DUTIES</u>	:	Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges and other personnel of the court. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Attend to additional duties as assigned.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mrs K Marais Tel No: 031 492 5562 Hr Enquiries: Ms SZ Mvuyana Tel No: 031 492 6206
<u>POST 31/54</u>	:	<u>ASSISTANT DIRECTOR: LIBRARY TECHNICAL SERVICES, REF NO: 2023/309/OCJ</u>
<u>SALARY</u>	:	R424 104 – R496 467.per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Matric Certificate and a 3-year National Diploma/Degree in Library and Information Science or relevant (equivalent) qualification at NQF 6 (360 Credit) as recognised by SAQA. A minimum of 5-year relevant experience of which 2 years must be at supervisory level within the environment. A driver's license. Experience in law library environment will be an added advantage. Knowledge of Supply Chain management processes pertaining to procurement of library resources. Experience in use of IT to deliver information and sound knowledge of MS Office (Word, Excel and PowerPoint). Hands on experience with library OPAC systems, Good Classification Cataloguing and Indexing Skills. Must be able to work confidently under pressure and in a team. Ability to interact with users. Must have initiative with the ability to prioritize. Must have a sense of responsibility.
<u>DUTIES</u>	:	Supervise, control and oversee distribution cataloguing material to cataloguing librarians. Ensure maintenance of standards in the use of International Standards Cataloguing Rules and Dewey decimal classification. Maintain clean catalogue. Manage all library assets and oversee verification of library material. Training of staff and users in the use of library catalogue. Recommend and advise head of the library on library management system. Provide sectional report on monthly basis. Supervise staff and manage the library technical service and website. Provide any other support as maybe instructed by the head of the library. Maintain discipline and performance of the section.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr A. Mdletshe Tel No: 011 359 7400/7472 HR Related Enquiries: Ms K. Mokgathe: 011 359 7400/7561
<u>POST 31/55</u>	:	<u>ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND REPORTING, REF NO: 2023/310/OCJ</u>
<u>SALARY</u>	:	R424 104 – R496 467.per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Mbombela High Court
<u>REQUIREMENTS</u>	:	Matric Certificate and a three (3) year National Diploma in Statistics or equivalent qualification at NQF Level 6 (360 Credits) as recognized by SAQA.

Relevant bachelor's degree or Postgraduate qualification at NQF level 7 will be an added advantage. A minimum of three (3) years practical and relevant experience in statistical analysis and reporting of which one (1) must be managerial/supervisory experience at least on salary level 7. A valid driver's license. Skills and Competencies: Computer Skills (MS Office especially Excel). Excellent communication skills (verbal and written). Planning and organizing, problem solving, numerical skills. Attention to detail. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.

DUTIES : Manage and administer data collection on court processes. Identify data required. Collate data on a uniform tool as requested. Ensure accurate data is collected and checked. Analyse data information into the format required. Maintain databases with datasets. Enter data into the reporting tools. Liaise with sources of information. Identify training needs and offer information sessions and training. Follow-up, verify and clean the data before processing. Keep/check and analyses the court's monthly, quarterly and annual statistics and the submission thereof. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Manage the staff component and related functions.

ENQUIRIES : Technical Related Enquiries: Mr HC Venter Tel No: (013) 758 0000
HR Related Enquiries: Mr MV Maeko Tel No: (013) 758 0000

POST 31/56 : **REGISTRAR REF NO: 2023/311/OCJ (2 POSTS)**

SALARY : R293 847 – R1 005 801 per annum. (MR3 – MR5, Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Eastern Cape Division of The High Court: Makhanda
: Matric certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. **MR3** - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4** - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5** - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). 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.

DUTIES : 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 : Technical Related Enquiries: Ms L Marshall-Reen Tel No: (041) 502 6600
HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

POST 31/57 : **PROVISIONING ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT, REF NO: 2023/312/OCJ**

SALARY : R202 233 – R235 611.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Constitutional Court: Braamfontein
: Matric certificate or equivalent qualification. A three-year National Diploma/Degree in Provisioning Administration/Supply Chain Management will serve as an advantage. A minimum of One (1) year experience in Supply Chain Management will be an added advantage. Skills and Competencies: Planning

and organizing skills. Good interpersonal relations. Effective communication skills (written and verbal). Research skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy, Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations. Fair knowledge of financial systems, e.g. JYP and BAS.

DUTIES : Assist end users with the compilation of compliant specifications. Sourcing quotations as per National Treasury guidelines. Receive and assess quotations to ensure that they comply with the minimum requirements. Request, prepare and compile requisition paperwork. Ensure that all relevant forms are attached. Extend the validity periods of quotes in advance of expiry dates. Capture requisitions on the Supply Chain System. Update the Request for Quotation (RFQ) register on a daily basis. Capture awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM policies. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items. Perform other duties as delegated by the supervisor.

ENQUIRIES : Technical Related Enquiries: Mr J Mabena Tel No: 011 359 7400/7596
HR Related Enquiries: Ms K Mokgathe: 011 359 7400/7561

POST 31/58 : **ADMINISTRATION CLERK: LEGAL REF NO: 2023/313/OCJ**

SALARY : R202 233 – R235 611.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Mbombela Magistrate Court
Matric Certificate. An LLB or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA will serve as an added advantage. A minimum of One (1) year' court experience will serve as an added advantage. Skills and Competencies: Knowledge of Public service legislation, prescripts and regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy (MS Office).

DUTIES : Conduct legal research for the Regional Court President/Chief Magistrate. The compilation of court performance statistics monthly/quarterly/annually or as required by Judge President and Regional Court President/Chief Magistrate. Verify and validate statistics received from lower courts. Provide on monthly/quarterly /annual basis the consolidated performance statistics from the Regional Courts/District Courts to the office of the Judge President of Mpumalanga Division of the High Court. Provide administrative functions to the Regional Court President/Chief Magistrate. Case Flow Management - Compile Provincial Efficiency Enhancement Committee (PEEC), Regional Efficiency Enhancement Committee (REEC) / District Efficiency Enhancement Committee (DEEC) Court performance reports and related matters. The successful candidate as part of coordination of judicial functions in terms of section 8(4)(c) of the Superior Courts Act, shall via the statistician of the high court submit to the office of the Judge President quarterly performance reports of all the Regional/District courts within the division. Same performance reports shall also be submitted quarterly to the office of the Regional Court President/Chief Magistrate. The successful candidate shall assist the Regional Court Registrar/Chief Magistrate as requested with reports and inspections.

ENQUIRIES : Technical Related Enquiries: Ms. HC Venter Tel No: (013) 758 0000
HR Related Enquiries: Mr. MV Maeko: (013) 758 0000

POST 31/59 : **ADMINISTRATION CLERK: ASSET CONTROLLER, REF NO: 2023/314/OCJ**

SALARY : R202 233 – R235 611.per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Gauteng Division High Court: Pretoria
Matric certificate. The following will be an added advantage: Experience in asset management; A valid driver's licence, understanding of the PFMA, Treasury regulations: PPFA, Supply Chain management guidelines and other related prescripts; knowledge of the public sector procurement process, rules and regulations. Accuracy and attention to details; computer literacy (MS Office); good communication skills (written and verbal); good administration and organising skills, good Interpersonal public relations skills, ability to work under pressure, independently and self-motivated.

- DUTIES** : Assist in the management of the assets, including recording acquisitions, disposals and transfers. Ensure all new assets are recorded and tagged as soon as possible following delivery. Ensure accuracy and completeness of all assets recorded on the assets register. Maintain accurate and up-to-date asset records including asset descriptions, locations and cost information. Manage the movement/transfer of assets between officials /sections /Departments /Courts. Manage the disposal of assets and ensure these are pre-authorized and are accounted for correctly on the assets register. Ensure that assets are physically verified on a quarterly basis and provide feedback to management on all significant variances and discrepancies identified. Assist the external and internal auditors with the asset's verification process. Reconcile the assets register on the BAS to the trial balance on a monthly basis. Conduct ad-hoc analysis related to assets as requested by management. General office duties.
- ENQUIRIES** : Technical enquiries: Ms S Motau Tel No: 012 492 6803
HR enquiries: Ms T Mbalekwa Tel No: 010 494 8515
- POST 31/60** : **SECRETARY REF NO: 2023/315/OCJ**
- SALARY** : R202 233 – R235 61.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Kwazulu-Natal Provincial Service Centre
- REQUIREMENTS** : Matric certificate. Knowledge and experience of procedures and processes applied in Office Management; Understanding of Confidentiality; Typing as a subject or a Secretarial Certificate or any other relevant training or qualification. A valid driver's license will be an added advantage. Shortlisted candidates may be subjected to a practical test in order to demonstrate their typing and computer skills. Skills and Competencies: Good communication skills (written and verbal), proficiency in Microsoft Office (Word, Excel, PowerPoint outlook, Internet) Ability to conduct basic research, basic problem-solving skills, good judgement and decision making skills, Assertiveness and confidence to interact at all levels, Ability to work under pressure, administrative and organisational skills, sound interpersonal relations, accuracy and attention to details.
- DUTIES** : Administer an online and physical diary of the Director: Court Operations; Manage information and data on behalf of the Director: Court Operations; Plan and schedule day to day task of the Director: Court Operations; Manage telephone calls and convey messages; Organize meetings/workshops/conference and functions; Draft coherent submission, executive reports, memorandum and letters; Type and edit correspondence; Receive and attend to visitors; Serve refreshment to visitors and/or at identified 101 meetings as indicated by the Director: Court Operations; Handle travel arrangements of accommodation, flights tickets, subsistence and travel claims and any other tasks as directed by the Director: Court Operations; Accompany/attend meetings with the Director: Court Operations and compile minutes and reports.
- ENQUIRIES** : Technical Related Enquiries: Ms. M Ries Tel No: (031) 493 1712
HR Related Enquiries: Ms. SZ Mvuyana Tel No: (031) 493 1721
- POST 31/61** : **USHER MESSENGER, REF NO: 2023/316/OCJ**
- SALARY** : R147 036 – R170 598.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape division of the high court: (Bhisho)
- REQUIREMENTS** : Matric Certificate. Skills and Competencies: Computer literacy (MS Word/Excel). Good communication skills (written and verbal). Good interpersonal relations. Customer service. Interpersonal skills. Conflict Management. Work ethic and motivation. Professional appearance and conduct Self-Management.
- DUTIES** : Render efficient and effective support to the court. Prepare courts timeously and assuring the courts smoothly. To assist by handing up of documents, exhibits to judges. Being of assistance to the witnesses and public while the court are in session. Assisting the advocates by ushering them to and from the Judge's chambers. Assisting Judges by collecting and delivering of files and documents Collection and deliveries of post and documents as required. Distributing of post and documents accordingly.
- ENQUIRIES** : Technical Related Enquiries: Mr L Ceza, Tel No: (040) 608 7700
Hr Related Enquiries: Mr S Mponzo, Tel No: (043) 726 5217

POST 31/62 : **SECURITY OFFICER, REF NO: 2023/317/OCJ**

SALARY : R147 036 – R170 598 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Kwazulu-Natal Division of The High Court: Durban

REQUIREMENTS : Matric certificate or equivalent qualification. Health and Safety certificate and a valid driver's licence. PSIRA from Grade C,B and A and a minimum of one (1) year experience in security environment. Skills and Competencies: Good communication skills (written and verbal), good interpersonal and public relations skills, access to public premises and vehicles Act, evacuation procedure, customer service skills and ability to work under pressure.

DUTIES : Being responsible for the access control to the public vehicles, conducting the security risk assessments, reporting security breaches, monitoring CCTV, controlling keys and the working shifts, maintaining record keeping properly, checking the functionality of all equipment related to security, monitor all activities at access control point, monitor control room to detect unlawful movement in and around the building, render front line services to internal and external clients, patrol in the building to ensure safety measures and control all deliveries at the High Court.

ENQUIRIES : Technical Related Enquiries: Mrs K Marais Tel No: 087 106 1780
HR Enquiries: MS SZ Mvuyana Tel No: 031 492 6206