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**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:**

<b>REFERENCE</b>	<b>2021/195/OCJ</b>
<b>POST</b>	<b>DEPUTY DIRECTOR: SYSTEM ADMINISTRATION MANAGER</b>
<b>CENTRE</b>	<b>NATIONAL OFFICE: MIDRAND</b>
<b>LEVEL</b>	<b>11</b>
<b>SALARY</b>	R 733 257.00 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

- Grade 12 and a National Diploma in Computer Engineering, IT or equivalent qualification or equivalent qualification at NQF6 (360 Credits).
- Valid Microsoft Certified Systems Engineer (MCSE).
- Project Management Certificate such as Prince2 or PMBOK will be an added advantage.
- 5 years' experience in management of the Server and Storage Infrastructure including Microsoft systems support and maintenance role with 1-2 years' experience on the Microsoft Azure implementation and support.
- A valid driver's license.

#### **TECHNICAL KNOWLEDGE/COMPETENCIES:**

- Experience with Windows Server 2012, R2-2016, Windows 10.
- Experience with Microsoft Exchange 2013 and 2016 environment.
- Experience with DNS, DHCP, SQL, SCOM and SCCM.
- Experience with backup and anti-virus solutions.
- Experience with Microsoft desktop/server hardware including storage.



- A strong focus on service delivery with a desire to innovate, improve process, support others and share ideas.

#### **BEHAVIOURAL COMPETENCIES:**

- Excellent interpersonal relations.
- Effective communications skills (written and verbal).
- Attention to details imperative.
- Excellent Problem Solving skills.
- Ability to multi-task is essential.
- Time management and ability to work under pressure.
- Ability to adapt to change.
- Take accountability and ownership.

#### **KEY PERFORMANCE AREAS:**

- Installation, configuration, maintenance and support of the Microsoft environment.
- Installation, configuration and maintenance of the physical, virtual and cloud (Azure) server infrastructure environment.
- Configuration, deployment and maintenance of the storage infrastructure.
- Development and maintenance of the standard configuration and procedure document for the Server Infrastructure & Windows environment.
- Management of the backup and recovery of the systems.
- Active Directory User account management.
- Provide supervisory to internal and external server management team.
- Develop weekly, monthly and quarterly plans and reports.

**ENQUIRIES:**                    **Ms S Tshidino/Ms. B Rakgotho, Tel No: 010) 493 2500**

**APPLICATIONS:**            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.

**CLOSING DATE:**            **29 OCTOBER 2021**

**NOTE:**                            Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be



taken into consideration and preference will be given to Women and Persons with Disabilities.

In the filling of the advertised posts, the objectives of the Constitution of South Africa, 1996 and the staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on the new form Z83, obtainable from any Public Service Department. ([www.dpsa.gov.za-vacancies/](http://www.dpsa.gov.za-vacancies/) [www.judiciary.org.za](http://www.judiciary.org.za)). The completed and signed form should be accompanied by a recently updated CV as well as copies of all qualification/s and ID document. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above-mentioned requirements will not be considered.

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 (Act 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. The successful candidate/s will be subjected to Pre-Vetting (Pre-Screening). Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All candidates selected for SMS posts must undergo a competency assessment after the interview. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The Department reserves the right not to fill these positions.

**We welcome applications from persons with disAbilities** 

