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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: 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 Persons with Disabilities.

CLOSING DATE: 26 MARCH 2021

POST CONTRACT REGISTRAR, REF NO: 2021/39/OCJ CONTRACT VALID UNTIL 31 MARCH 2022

SALARY R 257 073.00 (MR3 –MR5) per annum plus 37% in lieu of benefits .(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.

CENTRE PIETERMARITZBURG HIGH COURT

REQUIREMENTS An LLB Degree or a four (4) year Legal qualification. A minimum of 2–years’ legal experience obtained after qualification. Superior Court or Litigation experience will be an added advantage. **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.

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

Ms L Marrie Tel No: (031) 372 3167

POST

**CONTRACT PERSONNEL PRACTITIONER: LEAVE & RECORDS,
REF NO: 2021/41/OCJ CONTRACT VALID UNTILL 31 MARCH 2022**

SALARY

R 257 508.00 per annum. plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE:

NATIONAL OFFICE: MIDRAND

REQUIREMENTS:

A three (3) years' tertiary qualification in Human Resources Management / Administration or equivalent qualification with appropriate experience in Human Resources Management, coupled with appropriate working experience within the Records Management/Registry field., **Technical Knowledge/Competencies:** Must have sound knowledge of registry/ records management practices, knowledge of National Archives Act and MISS prescripts Knowledge of PERSAL System and Leave, Computer literacy **Behavioural Competencies:** Good communication skills (written and verbal). Work under pressure. Customer care skills and telephone etiquette. Ability to hold on confidential information.

DUTIES

Co- ordinate and supervise activities in registry. Supervise the filing and retrieval of documents. Attend to HR leave related queries. Prepare files for Auditors. Monitor assets and stationery for registry. Provide monthly reports. Ensure that documents are accurately recorded in the waybill book. Attend to queries related to leave and approval of leave. Manage Policy on Incapacity and Ill Health Retirement (PIIR) processes and procedures within the Department. Supervise registry and leave administration staff.

ENQUIRIES

Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774



POST **CONTRACT ADMINISTRATIVE OFFICER: RISK MANAGEMENT (2 POSTS), REF NO: 2021/42/OCJ CONTRACT VALID UNTIL 31 MARCH 2022**

SALARY: R 257 508.00 per annum. plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: **NATIONAL OFFICE: MIDRAND**

REQUIREMENTS A three-year National Diploma /Bachelor's Degree or equivalent qualification in Risk Management/Compliance Management/Business Continuity Management. A minimum of three (3) years' relevant experience or equivalent qualification. Public Finance Management Act (PFMA), Public Sector Risk Management Framework, King reports; Treasury Regulations; Public Service Act, Fraud and Corruption Legislative Framework, Compliance Management, Business Continuity Management and A valid driver's licence. **Skills and Competencies:** Planning and organizing, Presentation and Communication. Client orientation and customer focus, results/quality management. Problem solving and analysis. Service delivery innovation, Knowledge of MS Office (Word, Excel and Outlook). Knowledge of CURA system/Barnowl and other risk software programs.

DUTIES Facilitate workshops on Enterprise Risk Management/Compliance Management/Business Continuity Management. Assist in the secretariat functions of risk management forum and BCM forum. Update risk register and compliance risk registers for all the units and Courts/Provinces. Conduct awareness campaigns. Manage all Administrative requirements, reporting and records management, resources and correspondences.

ENQUIRIES **Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774**



POST	CONTRACT SENIOR STRATEGIC PLANNING OFFICER, REF NO: 2021/43/OCJ CONTRACT VALID UNTIL 31 MARCH 2022
SALARY	R 257 508.00 per annum. plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement
CENTRE	NATIONAL OFFICE: MIDRAND
REQUIREMENTS	A three-year National Diploma/Bachelor's Degree in Strategic Management/ Public Administration or equivalent qualification. A minimum of three (3) years' relevant experience in Strategic Planning and /or Monitoring and Evaluation. Technical Knowledge and Competencies. Knowledge and experience in the application of the provisions of the relevant legislation.in the Public Service. Policy analysis and development. Analytical skills. Communication skills (verbal and written). Project management, presentation and facilitation skills. Strategic planning skills, Business process modelling. Behavioural Competencies: Analytical thinking skills. Problem solving and decision making skills Innovative and creative. People management, development and empowerment skills. Financial management and budgeting skills Client orientation and customer focus, result-driven. Change management. Knowledge management, computer literacy.
DUTIES	Facilitating and coordinating the development of the Department's strategic plans and annual performance plans. Conducting the Environmental Analysis for the OCJ and the Superior Courts. Coordinating the development of operational plans by the units within OCJ Compilation. Of the Strategy and Service Delivery Planning monthly and quarterly Performance Reports. Development and implementation of the departmental strategic planning policy and guidelines.
ENQUIRIES	Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774



POST **CONTRACT ADMINISTRATIVE OFFICER: E-LEARNING SUPPORT (2 POSTS), REF NO: 2021/44/OCJ CONTRACT VALID UNTILL 31 MARCH 2022**

SALARY: R 257 508.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: **NATIONAL OFFICE: MIDRAND**

REQUIREMENTS A three (3) year National Diploma (NQF Level 6)/ A Degree/ in the field of ICT. Proven two years' experience in providing ICT support. Exposure to MS Office suite applications. Exposure to Open source tools. **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 Provide ICT support to SAJEI governance structures officials, Educators and Facilitators. Manage virtual judicial training platforms, eg Zoom and MS Teams. Provide support for the design and production of online SAJEI publications. Create online profiles for all Educators and Facilitators. Create and manage SAJEI online database.

ENQUIRIES **Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774**

POST **CONTRACT SUPPLY CHAIN PRACTITIONER, REF NO: 2021/45/OCJ CONTRACT VALID UNTIL 31 MARCH 2022**

SALARY: R 257 508.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: **NATIONAL OFFICE: MIDRAND**

REQUIREMENTS A three (3) year National Diploma/Degree in Public Administration Management, Finance management, Logistics Management, Procurement or any Supply Chain Management related qualification. A minimum of three (3) years' relevant experience in Supply Chain Management and Assets Management. A valid driver's licence. **Skills and Competencies:** Computer literacy, excellent communication skills (verbal and written). Understanding of PFMA, PPPFA, B_BBEE Act, DFI, GRAP standards, SCM and Asset Management Framework and preferential procurement Regulations. Problem solving skills. Ability to



work under pressure and ability to work individually and within a team. Sound organising and planning skills. Customer orientation and leadership abilities

DUTIES

Receive request for quotations from different components. Overseeing the process of sourcing quotes. Maintain supplier database in compliance with Supply Chain Management policies. Provide administrative support to National Office control committees. Ensure that the procurement of goods and services are within respective delegation of authority. Verify allocations, items and amounts of the requisition before processing. Approve manual requisitions for LP services within respective delegation of authority. Verify allocations, items and amounts of the requisitions before processing. Ensure all open orders and requisition are cleared on monthly basis. Ensure that invoices are paid within 30 days as prescribed. Monitor that stores items are issued to end users. Updating replenishment and stock takes are conducted. Coordinate and monitor the administration of contracts. Coordinates and ensure the monitoring of commitments. Coordinate the provision of logistics services and store management services. Ensure the maintenance of the departmental owned and leased asset registers for National Office. Coordinate the verification of assets. Assist with the resolution of audit queries from internal and external audits on assets and supply chain management.

ENQUIRIES

Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST

**CONTRACT STATE ACCOUNTANT: SCM, REF NO: 2021/46/OCJ
CONTRACT VALID UNTIL 31 MARCH 2022**

SALARY:

R 257 508.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE:

GAUTENG PROVINCIAL SERVICE CENTRE

REQUIREMENTS

A three (3) year National Diploma/Degree in Supply Chain Management or relevant equivalent qualification; At least (3) years relevant experience in Supply Chain Management and Assets Management; A valid Driver's licence. **Skills and Competencies:** Computer literacy; Excellent communication skills (verbal and written); Understanding of PFMA, PPPFA, B_BBEE Act, DFI, GRAP standards, SCM and Asset Management Framework and preferential procurement Regulations;



Problem solving skills; Ability to work under pressure and ability to work individually and within a Team; Sound organising and planning skills; Customer orientation and leadership abilities.

DUTIES

Keep and update all records on assets register; Barcode all newly acquired assets. Conduct quarterly assets verifications and ensure that assets condition in the register 2 matches the condition of its existence; Identify assets for disposal and facilitate the transfer thereof; Assists with reconciliation of the JYP assets register. Maintain and update contract/lease register; Monitor expiring contracts and advise. Capture and update contract register, lease compliance certificates and keep addendums; Facilitate and convene service provider meetings. Facilitate and initiate stocktaking, ensure the release of purchase orders immediately to avoid late payments within 30 days. Provisioning administration and supply chain management.

ENQUIRIES

Ms T Mbalekwa Tel No: (011) 355 0404

POST

**CONTRACT CHIEF ACCOUNTING CLERK, REF NO: 2021/47/OCJ
CONTRACT VALID UNTIL 31 MARCH 2022**

SALARY:

R 257 508.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE:

GAUTENG PROVINCIAL SERVICE CENTRE

REQUIREMENTS

A three (3) year National Diploma/Degree in Public Administration Management, Finance management, Logistics management, procurement or any supply chain Management related qualification. At least three years' relevant experience in Supply chain management and Assets management. A valid driver's licence. **Skills and Competencies:** Computer literacy, excellent communication skills (verbal and written). Understanding of PFMA, PPPFA, B_BBEE Act, DFI, GRAP standards, SCM and Asset Management Framework and preferential procurement Regulations. Problem solving skills. Ability to work under pressure and ability to work individually and within a team. Sound organising and planning skills. Customer orientation and leadership abilities

DUTIES

Receive request for quotations from different components. Overseeing the process of sourcing quotes. Maintain supplier database in compliance with supply chain management policies. Provide administrative support to provincial control committees. Ensure that the procurement of goods and



services are within respective delegation of authority. Verify allocations, items and amounts of the requisition before processing. Approve manual requisitions for LP services within respective delegation of authority. Verify allocations, items and amounts of the requisitions before processing. Ensure all open orders and requisition for the province are cleared on monthly basis. Ensure that invoices are paid within 30 days as prescribed. Monitor that stores items are issued to end users. Updating replenishment and stock takes are conducted. Coordinate and monitor the administration of contracts. Coordinates and ensure the monitoring of commitments. Coordinate the provision of logistics services and store management services. Ensure the maintenance of the departmental owned and leased asset registers for all Superior Courts in the province. Coordinate the verification of assets across all superior courts in the province. Assist with the resolution of audit queries from internal and external audits on assets and supply chain management.

ENQUIRIES

Ms T Mbalekwa Tel No: (011) 355 0404

POST

CONTRACT LEGAL ADMINISTRATIVE OFFICER, REF NO: 2021/48/OCJ CONTRACT VALID UNTIL 31 MARCH 2022

SALARY:

(MR3 –MR5) R 257 073.00 per annum plus 37% in lieu of benefits. (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. The successful candidate will be required to sign a performance agreement.

CENTRE:

LABOUR AND LABOUR APPEALS COURT: JOHANNESBURG

REQUIREMENTS

An LLB degree or a four-year legal qualification. **The following will serve as an added advantage:** A minimum of five years' post qualification legal experience and experience in the field of Constitutional law and human rights. The following will add as recommendation: Knowledge of legislation administered by the Department. The Public Service Act and Regulations, Public Finance Management Act, and Regulations, Diversity management as well as transformation equity within the public service, proven ability to execute high level description and provide feedback, knowledge of communication systems. **Skills and Competencies:**



Knowledge of promotion of Access to information Act, 2000(Act No.2 of 2000) and its application. Effective communication and presentation skills. Leadership skills, teambuilding skills. Interpersonal relations. Conflict and knowledge management skills. Analytical thinking skills. Technical judgement. Project management skills. Research skills. Managerial skills.

DUTIES

Effectively and efficiently correspondence with public private body and various other stakeholders. Research and retrieve material for library accessible to the court physically and electronically. Proofreading and side checking of all draft judgements. Draft legal documents and give legal advice to the Region regarding the interpretation and execution of powers and legal matters. Respond to petitions, representations and complaints from civil society and other Government Departments. Liaise with other departments, prosecutors, judiciary and communities' oath the programmes around crime prevention. Prepare memorandum for appointment of commissioner of oath, appraisers and justice of peace. Recover the smooth functioning of specialised courts and municipal court in the Province i.e Sexual offences, family, equity community court awareness campaign on legislation administered by the Department. Support the courts regarding quasi-judicial functions.

ENQUIRIES

Gauteng: Ms T Mbalekwa Tel No: (011) 355 0404

POST

**CONTRACT JUDGES SECRETARY (5 POSTS), REF NO: 2021/49/OCJ
CONTRACT VALID UNTILL 31 MARCH 2022**

SALARY

R257 508.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

GAUTENG DIVISION: PRETORIA/ JOHANNESBURG

REQUIREMENTS

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.

DUTIES

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 and 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 need. 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.

ENQUIRIES

Ms T Mbalekwa Tel No: (011) 355 0404

POST

**CONTRACT SUPPLY CHAIN CLERK, REF NO: 2021/51/OCJ
CONTRACT VALID UNTIL 31 MARCH 2022**

SALARY:

R 173 703.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE:

NATIONAL OFFICE: MIDRAND

REQUIREMENTS

Grade twelve (12) or equivalent qualification. A three (3) year National Diploma/Degree in Public Administration Management/ Finance Management/ Logistics Management/ Procurement or any Supply Chain Management related qualification will serve as an added advantage. Relevant experience in Supply Chain Management environment. **Skills and Competencies:** Ability to operate office equipment. Ability to work independently and meet deadlines. Ability to work under pressure, work in a team and prepared to work overtime when required. Excellent



analytical, planning, organizational skills. Good interpersonal relations. Effective communication skills (written and verbal). Computer literacy. Job Knowledge. Communication skills. Flexibility. Accuracy. Aptitude of figures. Basic numeracy skills. Ability to perform routine tasks.

DUTIES

Capturing and processing of invoices. Supplier payments as well as expediting of Government orders. Provide administrative procurement support to all stakeholders. Receive and assess quotations. Assist end users with the compilation of compliant specifications. Capture requisitions on the Supply Chain System, ensure that all relevant forms are attached, Capturing of awarded contracts on National Treasury contracts registration application (CRA). Ensure procedures comply with SCM policies. Ensure proper filing and safekeeping of documents. Ensure timely processing of payments to suppliers. Receiving and issuing of stock items and perform other duties as delegated by the supervisor.

ENQUIRIES:

Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

POST

CONTRACT ADMINISTRATION CLERK: HRM&D, REF NO: 2021/52/OCJ CONTRACT IS VALID UNTILL 31 MARCH 2022

SALARY

R173 703.00 per annum. plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

NATIONAL OFFICE: MIDRAND

REQUIREMENTS

Grade twelve (12) or equivalent qualification. A three (3) year National Diploma/Degree in HRM, Public Administration or equivalent qualification in Human Resource Management and Development environment will serve as an added advantage. Relevant experience in Human Resource Management and Development environment. **Skills and Competencies:** Good Communication skills, Planning and organising skills, Good interpersonal skills, Computer literacy including MS word, EXCEL and PowerPoint, Be able to pay attention to detail and work within deadlines, Knowledge of HRM/D Legislations and Policies, Knowledge and understanding of concepts of HRD and PMDS, Ability to adapt to Change, Ability to interpret Policies and Legislation, Client and customer orientated, Ability to analyse information, Identify and solve problems, logically and Ability to work under pressure.

DUTIES

Assist to coordinate and administer Human Resource Management and Development in the Department; Administer internal Bursaries in the



Department; Assist to coordinate and develop the Departmental Induction and Compulsory Induction Programme database; Render PMDS administration.

ENQUIRIES **Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774**

POST **CONTRACT HUMAN RESOURCE OFFICER, REF NO: 2020/53/OCJ**
CONTRACT VALID UNTIL 31 MARCH 2022

SALARY: R 173 703.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE **FREE STATE PROVINCIAL SERVICE CENTRE**

REQUIREMENTS Grade 12 or equivalent qualification. Knowledge of PERSAL system. Knowledge of the prescripts regulating Human Resources. **Skills and Competencies:** Good communication skills (written and verbal). Computer literacy (MS Office; PERSAL experience). Good Interpersonal Relations, Ability to work under pressure, accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people. Report writing skills and Good organising skills.

DUTIES Implementation of transaction on PERSAL system in respect of appointments, leave, pensions, transfers, housing allowance, performance management, training, service termination, labour relations, recruitment and selection, etc; Keep statistics of all activities and report accurate statistics to supervisors. Assist with all administrative duties of Human Resources Component and respond to clients queries.

ENQUIRIES **Ms M Luthuli Tel No. (051) 406 8191**

POST **CONTRACT ACCOUNTING CLERK CONTRACT VALID UNTIL 31**
MARCH 2022

SALARY: R 173 703.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: **NATIONAL OFFICE: MIDRAND, (PAYROLL) REF NO: 2021/54/OCJ**
GAUTENG PROVINCIAL SERVICE CENTRE, REF NO: 2021/55/OCJ

REQUIREMENTS Grade twelve (12) or equivalent qualification. A three-year National Diploma (NQF Level 6) In Accounting will serve as an added advantage.



Relevant experience in payroll environment. **Skills and Competencies:** Good communication skills. Planning and organising skills. Attention to detail and work within deadlines Proven Computer literacy, including MS Word & MS Excel.

DUTIES Capturing S&T Claims. Sorting of all Payroll Certificates according to various pay points filling of documents. Capturing Salary related transactions.

ENQUIRIES: **National Office - Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774**
Gauteng - Ms T Mbalekwa Tel No: (011) 335 0404

POST **CONTRACT ADMINISTRATION SUPPORT CLERK (20 POSTS)**
CONTRACT IS VALID UNTILL 31 MARCH 2022

SALARY R173 703.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE **NATIONAL OFFICE: MIDRAND - SERVICE DELIVERY IMPROVEMENT (1 POST), REF NO: 2021/56/OCJ**
NATIONAL OFFICE: MIDRAND - SAJEI (1 POST), REF NO: 2021/57/OCJ
NATIONAL OFFICE: MIDRAND - FLEET MANAGEMENT (1 POST), REF NO: 2021/58/OCJ
PIETERMARITZBURG HIGH COURT (1 POST), REF NO: 2021/59/OCJ
KWA-ZULU NATAL PROVINCIAL SERVICE CENTRE (1 POST), REF NO: 2021/60/OCJ
FREE STATE HIGH COURT (2 POSTS), REF NO: 2021/61/OCJ
NORTH WEST HIGH COURT (3 POSTS), REF NO: 2020/62/OCJ
GAUTENG DIVISION: PRETORIA (8 POSTS), REF NO: 2020/63/OCJ
GAUTENG PROVINCIAL SERVICE CENTRE (2 POSTS), REF NO: 2020/64/OCJ

REQUIREMENTS Grade 12 or equivalent qualification. **Skills and Competencies:** Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Planning and Organisation; Language; Good verbal and written communication.

DUTIES Maintain high levels of professionalism and render general clerical support services. Provide supply chain clerical support services within the



component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles, distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.

ENQUIRIES

Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

Pietermaritzburg - Ms L Marrie Tel No: (031) 372 3176

North West - Mr OPS Sebatso Tel No: (018) 397 7114

Gauteng - Ms T Mbalekwa Tel No: (011) 355 0404

Free State - Ms M Luthuli Tel No: (051) 406 8191

POST

**CONTRACT ADMINISTRATION CLERK: DCRS REF NO:
2021/65/OCJ CONTRACT IS VALID UNTILL 31 MARCH 2022**

SALARY:

R 173 703.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

PIETERMARITZBURG HIGH COURT,

REQUIREMENTS

Grade 12 or equivalent qualification. **Skills and Competencies:** Computer literacy (MS Word). Good problem solving skills. Accuracy and attention to detail. Operational knowledge of operating DCRS/CRT machine.

DUTIES

Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.

ENQUIRIES

Ms L Marrie Tel No: (031) 372 3176



POST **CONTRACT ASSET CONTROLLER, REF NO: 2021/66/OCJ,**
CONTRACT IS VALID UNTILL 31 MARCH 2022

SALARY: R 173 703.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

CENTRE: **NATIONAL OFFICE: MIDRAND**

REQUIREMENTS Grade twelve (12) or equivalent qualification. **Experience** in Asset Management will serve as an added advantage. Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPFA, Supply Chain Management guidelines and other related prescripts. Knowledge of the Public Sector procurement process, rules and regulation. **Skills and Competencies:** Accuracy and attention to detail. Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organizational skills. Good Interpersonal and public relations skills. Ability to work under pressure, independently and self-motivated.

DUTIES Physical verification of all movable assets and Library Books. Identify assets to be disposed and prepare submission to the Provincial Disposal Committee. Facilitate the removal of disposed assets from the premises. Retire approved assets on the JYP asset register system. Maintain a file for disposed assets. Reconcile the asset register against the scanned data. Update verification result onto the JYP system (description, custodian, location, condition and serial number. Identify, asset not recorded on the register facilitate uploading thereof. Identify, report and investigate unverified assets and advice Court Manager on corrective action to be taken. Ensure that all verification result have been successfully updated onto JYP. Monthly confirmation of the lease register and Physical verification of all leased equipment (photocopiers) and leased motor vehicles.

ENQUIRIES: **Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774**



POST **CONTRACT ADMINISTRATION CLERK: HELP DESK, (2 POSTS)**
CONTRACT IS VALID UNTILL 31 MARCH 2022

SALARY: R 173 703.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

CENTRE: **NATIONAL OFFICE: MIDRAND, REF NO: 2021/67/OCJ**
GAUTENG DIVISION: PRETORIA, REF NO: 2021/68/OCJ

REQUIREMENTS Grade twelve (12) or equivalent qualification. A three (3) year National Diploma (NQF Level 6)/ A Degree/ in the field of ICT will serve as an added advantage. Experience in ICT environment will serve as an added advantage. **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: **Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774**
Gauteng - Ms T Mbalekwa Tel No: (011) 335 0404

POST **CONTRACT REGISTRAR'S CLERK (4 POSTS) CONTRACT IS VALID**
UNTILL 31 MARCH 2022

SALARY: R 173 703.00 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: **GAUTENG DIVISION: PRETORIA (2 POSTS), REF NO: 2021/69/OCJ**
SUPREME COURT OF APPEAL (1 POST), REF NO: 2021/70/OCJ
FREE STATE HIGH COURT (1 POST), REF NO: 2021/71/OCJ

REQUIREMENTS Grade 12 or equivalent qualification. **Skills and Competencies:** Computer skills, good communication skills (written and verbal). Good interpersonal and Public Relation 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.

DUTIES

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 persons from prison. Attend to correspondence and enquiries from the public and stakeholders; prepare and send cases to transcribers for appeal and review purposes; attend to complaints from prisoners and members of the public; administrative duties in respect of mental health, petition, review and appeal matters; act as a liaison between Registrar and Legal Practitioners, provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

ENQUIRIES:

Gauteng: Ms T Mbalekwa Tel No: (011) 335 0404

POST

CONTRACT DATA CAPTURER (3 POSTS) CONTRACT IS VALID UNTILL 31 MARCH 2022

SALARY

R145 281.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

NATIONAL OFFICE: MIDRAND HRM&D (2 POSTS), REF NO: 2021/73/OCJ

SUPREME COURT OF APPEAL: BLOEMFONTEIN (1 POST), REF NO: 2021/74/OCJ

REQUIREMENTS

Grade twelve (12) or equivalent qualification. Experience in data capturing will serve as an added advantage. **Skills and Competencies:** Good communication skills (verbal and written). Job Knowledge. Planning and organisation skills. Flexibility. Team work. Good interpersonal relations. Advanced computer skills and ability to work under pressure.

DUTIES

Provide administration support service. Capture and update data from available records into the required formats e.g. databases, table, spreadsheet. Generate spreadsheets. Update the system on all data sets.



Validate and review data (for quality purpose) to ensure correctness, completeness and consistency. Compile and update routine statistical information/reports and registers. Receive, register and track records or documents submitted for further processing in the Human Resource Management and Development component of the Institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic record. Provide routine and administrative maintenance services. Continuous updating of information on computer for reporting purposes and retrieving information required. Verify query missing data and errors observed during data entry. Submit data. Make regular backups of data. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to the component.

ENQUIRIES

Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774

Supreme Court of Appeal: Bloemfontein: Ms M Luthuli Tel No. (051) 406 8191

POST

CONTRACT TYPIST, (2 POSTS) CONTRACT IS VALID UNTILL 31 MARCH 2022

SALARY

R 145 281.00 per annum the successful candidate will be required to sign a performance agreement.

CENTRE

GAUTENG DIVISION: PRETORIA, REF NO: 2021/75/OCJ

PIETERMARITZBURG HIGH COURT, REF NO: 2021/76/OCJ

REQUIREMENT

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 reports, appeals, Court orders, review reports, minutes, circulars and memorandums. Operating fax machine and photocopy machine and updating of the registers. Operating the switchboard and rendering Court services. Attend to queries and perform other administration duties as may be allocated from time to time.

ENQUIRIES

Gauteng - Ms T Mbalekwa Tel No: (011) 355 0404

Pietermaritzburg - Ms L Marrie Tel No: (031) 372 3176



POST	CONTRACT MESSENGER CONTRACT IS VALID UNTILL 31 MARCH 2022
CENTRE	LABOUR AND LABOUR APPEALS COURT: JOHANNESBURG, REF NO: 2021/77/OCJ
SALARY	R122 595.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
REQUIREMENTS	A Grade 12/ equivalent qualification. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills. Problem solving and Analysis. Time Management. Client Orientation and Customer Focus. Report writing skills. Negotiation skills. Communication skills. Attention to detail. Good interpersonal skills. Initiative driven and Flexibility.
DUTIES	Escorting of Judges' to the courtrooms. Rendering of administrative support functions to the Judges' and the court room crew. Maintenance of Courtrooms' records. Facilitation of the smooth- running of the court rooms and the collection and distribution of post/parcels. Files and other documents and photocopying of official documents. Be present in Court during the session. Making copies of Court rolls and circulate according to distribution list. General messenger duties.
ENQUIRIES:	Ms T Mbalekwa Tel No: (011) 335 0404
APPLICATIONS	<p>National Office (Midrand)/ 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 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.</p> <p>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</p> <p>Free State/ Supreme Court of Appeal: Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein,</p>



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 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

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

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

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/ Mahikeng: 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, Mmabatho

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



NOTE:

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 a new application for employment (Z83) that has been in effect since 01 January 2021.** The new application for employment form can be downloaded at www.dpsa.gov.za/vacancies/ www.judiciary.org.za. Applications submitted using the old Z83 form will not be accepted. The new Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), identity document and driver's license. 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 

