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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:**

**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 and Persons with Disabilities. 

All applications must be in a **NEW Z83** form, which can be downloaded on internet at [www.judiciary.org.za/](http://www.judiciary.org.za/) [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department. 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 to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the **old Z83** will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. 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. 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.

All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA



SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All successful candidate 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.

#### **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. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

**Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, 1st Floor Office No 118, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000.

**Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.

**CLOSING DATE:** 04 April 2022

**REFERENCE:** 2022/61/OCJ

**POST:** ASSISTANT DIRECTOR: FORENSIC AUDITOR

**CENTRE:** NATIONAL OFFICE: MIDRAND

**SALARY SCALE:** R382 245 – R450 255 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:** Grade 12 and a three-year (3) years Bachelor's Degree or National Diploma in Auditing, Accounting, Law or Police Administration, Criminal or Fraud Investigations or Public Service Administration; A minimum of 3 years' relevant experience and Supervisory role in Forensic Auditing/Investigation environment; Advanced knowledge of financial investigations and ability to apply knowledge in practical situations; Knowledge of relevant applicable legislation; A valid driver's license.

#### **SKILLS AND COMPETENCIES:**

Communication (written and verbal); Computer literacy; Planning and organizing; Interpersonal relations; Analytical skills; Report writing skills.



## **KEY RESPONSIBILITY AREAS:**

Perform investigations in accordance with the approved methodology as per agreed time frames; Prepare project plan per assigned investigation; Identify project risks and analyze business information; Review of the forensic investigation reports; Consultation with clients; Provide evidence of fraud risks and contribute to the development of an early warning system; Conduct forensic audit investigations in accordance with the investigation methodology and within the determined time frames; Develop and issue draft reports from the investigations; Represent the Department in the criminal and civil recovery processes; Advise management on areas where inadequate measures exist to mitigate risks; Coordinate the forensic audit assignments with other units within the Department.

**Technical related enquiries: Mr R Mabunda Tel No: (010) 493 2500/ 2519**

**HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500**

**REFERENCE: 2022/62/OCJ**

**POST: JUDGE'S SECRETARY**

**CENTRE: WESTERN CAPE DIVISION OF THE HIGH COURT**

**SALARY SCALE:** R261 372 – R307 890.per annum. The successful candidate will be required to sign a performance agreement.

## **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, or a BA/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 service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

## **KEY RESPONSIBILITY AREAS:**

Typing (or formatting) of draft memorandum, decisions, directions, opinions, orders or judgments written or granted by the Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court hearings, while on urgent duty for court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment has been entered on the case file, return case file to the Registrar.



Accompany the Judge to the court and circuit courts. Perform administrative duties of the registrar prior to and while on circuit. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle and logbook. 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 reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines. Maintain confidentiality in respect of the operations of both the judge's private and official schedule.

**Technical enquiries: Ms R David Tel No: (021) 480 2635**

**HR related enquiries: Ms M Baker Tel No: (021) 469 4000**

**REFERENCE: 2022/63/OCJ**

**POST: JUDGE'S SECRETARY (2 POSTS)**  
(Three-Year Contract)

**CENTRE: PIETERMARITZBURG HIGH COURT**

**SALARY SCALE:** R 261 372.00 – R 307 890.00 per annum. The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

Grade 12. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/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:**

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 service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

#### **KEY RESPONSIBILITY AREAS:**

Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the 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 reception for the



Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines

**Technical enquiries: Ms R Mahabeer Tel No. 0314926195**

**HR related enquiries: Ms L Marrie Tel No: (031) 372 3164**

