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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:

All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). ONLY shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (when shortlisted). Dual citizenship holders must provide the Police Clearance certificate from country of origin (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 shortlisted candidates for Senior Management Service (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 committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will



be required to complete such prior to appointment. 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

Gauteng: Johannesburg/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.

North West: 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, Mafikeng.

Kimberley: 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.

Bloemfontein: 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.

Bisho/Mthatha/Qgeberha: 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.

CLOSING DATE	26 SEPTEMBER 2022
REFERENCE	2022/144/OCJ
POST	DEPUTY DIRECTOR LIBRARY SERVICES
CENTRE	GAUTENG DIVISION OF THE HIGH COURT: JOHANNESBURG
SALARY SCALE	R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric certificate and a Three year National Diploma/Degree in Library and Information Science or an equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of Five (5) years' experience as a qualified librarian and 3 years' experience in a law Library or Legal experience will be an added advantage. Managing staff, Experience in the use of IT to deliver information, sound knowledge of MS Office (ie Ms Word, Excel &Powerpoint), Hands on experience with Library OPAC systems, Sabinet Legal Products, Lexis Electronic products as well as Jutastat.

SKILLS AND COMPETENCIES:

Good Classification Cataloguing and Indexing skills, Interpersonal skills and appropriate language and communication skills, must be able to work confidently under pressure, must be able to work in a team, ability to interact with users, must be have initiative with the ability to priorities, must have sense of responsibility.



KEY PERFORMANCE AREAS:

Manage the key functions of the library and formulate policies and procedures, control and utilise all assets assigned to the component (Stationary, equipment, publications), manage human resources through the implementation of the performance management system, provide information in support of research functions, control over expenditure and the prevention of risk, that will lead to fruitless and wasteful expenditure, Evaluate library operating for effectiveness and adequacy of services, plan and monitor work progress, identify and attend training needs of subordinates, maintain discipline and give on the job guidance, provide functional and tsk oriented training. Coordinate training interventions from external service providers, plan budgetary expenditure for publications) in respect of library services, identify if prescripts contain in the DFI,PFMA and Treasury Regulations have been compiled with, Select and recommended publications to be ordered (publisher catalogues), Attend to internal and external telephonic /electronic officials enquiries, collect the relevant judgements, legislations or publications essential to promote the library as an official publication deposit library, ensure service delivery in the reading room to provide access to information, provide a current awareness service to primary users to inform them of the new legislation, articles and cases, develop innovative information service that enhances access and use of information resources through the use of electronic media, co-ordinate SGHT Trust library projects.

ENQUIRIES: Technical/HR enquiries related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404

REFERENCE 2022/145/OCJ

POST LAW RESEARCHER

CENTRE GAUTENG DIVISION OF THE HIGH COURT: PRETORIA

SALARY SCALE R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

Matric certificate and an LLB degree or four (4) years' recognized legal qualification as recognized by SAQA. A minimum of two (2) years' relevant legal experience. A minimum of three (3) years' legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat).

SKILLS AND COMPETENCIES:

Excellent research skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problem analysis, solving and planning skills. Decision making skills. Time management skills. Creative and analytical skills

KEY PERFORMANCE AREAS:

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 formats on legal issues, as requested by a Judge. Read all the relevant material and analysis it thoroughly. Discuss all possible variations on a legal point with colleagues and/ or the Judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgement, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgments and legal articles against the original text to ensure correctness. Correct mistakes with the help of track changes so that Judges can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic formats on legal issues, as requested by a Judge. Read all the relevant materials and analysis it thoroughly. Prepare and draft speech,



conference paper or article. Make all changes and addition if they require some. Prepare a PowerPoint where applicable. Submit the speeches.

ENQUIRIES: Technical enquiries related enquiries: Ms S Malatji Tel No: (012) 315 7602
HR enquiries related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404

REFERENCE 2022/146/OCJ

POST STATISTICAL OFFICER

CENTRE GAUTENG DIVISION OF THE HIGH COURT: JOHANNESBURG

SALARY SCALE R321 543 - R378 765 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric certificate and a three-year National Diploma or Degree in Statistics or equivalent qualification at NQF Level 6 (360 Credits) as recognised by SAQA. A minimum of two (2) years' experience in a statistical environment (court environment will be an added advantage). A valid driver's licence.

SKILLS AND COMPETENCIES:

Knowledge of relevant policies and strategies. Statistical analysis and reporting. Analytical skills. Communication skills. Problem solving and motivational skill. Presentation/facilitation skills. Computer literacy (MS Office). Sound interpersonal skills. Ability to maintain professionalism at all times. Attention to detail and ability to work under pressure. Self-motivated. Patience and self-control.

KEY PERFORMANCE AREAS:

Administer data collection instruments and survey within the respective Superior Court Division. Establish channels for the collection of data within the respective Superior Court Division, collate, analyse and interpret statistics and make presentations on the findings within the respective Superior Court division. Produce 1st line report, statistical publications and newsletters. Reporting monthly statistics for the Superior Court Division. Verification of the performance information that is reported monthly, quarterly and annually, quarterly and annual reporting for the statistician's office. Verification of the performance information for the Quasi-Judicial performance information, the Judicial performance information and PEEC reports. Develop and maintain database containing various datasets for the Respective Superior Court Division. Apply sampling and basic sampling statistical methods and also estimation and interpretation of results within the respective Superior Court Division. Attend to AG's queries. Supervise the statistician officer. Train employees / project members within the respective Superior Court Division on utilization of information.

ENQUIRIES: Technical/HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404

REFERENCE 2022/147/OCJ

POST SENIOR ADMINISTRATIVE OFFICER

CENTRE NORTH WEST DIVISION OF THE HIGH COURT: MAHIKENG

SALARY SCALE R321 543 - R378 765 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:



Matric certificate and a three-year National Diploma/ Bachelor's Degree or an equivalent qualification at NQF Level 6 (360 Credits) as recognised by SAQA. A minimum two (2) years' relevant administrative experience. A valid driver's licence.

SKILLS AND COMPETENCIES:

Job knowledge of office management responsibilities, systems and procedures. Excellent communication skills and proficiency in English (verbal and written). Interpretation of law, legal writing/drafting/ drafting skills. Knowledge of electronic information resource and online retrieval. Strong leadership and management capabilities. Ability to work under pressure and art of interpreting. Customer services and time management. Report writing. Computer literacy (MS Word, PowerPoint, Excel and Outlook).

KEY PERFORMANCE AREAS:

Provision of support on Case Flow Management. Render administrative services within the Office. Provision of Asset Management services. Provision of Financial and Supply Chain Management Services. Preparation of petitions. Attend to other related duties as assigned by the office. Management of staff.

ENQUIRIES: **Technical enquiries: Mr O Sebatso Tel No: (018) 397 7065**
HR related enquiries: Ms B Ontong Tel No: (018) 397 7064

REFERENCE **2022/148/OCJ**

POST **JUDGE'S SECRETARY**

CENTRE **NORTH WEST 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:

Matric certificate. Minimum of one year 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:

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 PERFORMANCE 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. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.

ENQUIRIES: **Technical enquiries: Mr O Sebatso Tel No: (018) 397 7065**
HR related enquiries: Ms B Ontong Tel No: (018) 397 7064

REFERENCE **2022/149/OCJ**

POST **CHIEF TYPIST**

CENTRE **GAUTENG DIVISION OF THE HIGH COURT: PRETORIA**

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

REQUIREMENTS:

Matric certificate or equivalent qualification. An appropriate word processing course successfully completed. Ten (10) years relevant court experience. A minimum of five (5) years supervisory and management experience. Minimum typing speed of 35wpm. Short listed candidates will be required to pass a typing test.

KEY PERFORMANCE AREAS:

Coordinate, distribute and control work flow of the typing component; Provide excellent, reliable and efficient supervision, training and guidance to the typing component .Management and allocation of leave (including sick leave) of staff to the typing component. Compiling and completion in conjunction with management of all performance agreements for the typing component, Assist with short listing and interviewing of applications for the typing component, conduct typing/computer literacy test in respect of job candidates, Arrange ,take and type minutes for management meetings and other functions as may be required. Ensure strict application of departmental typing prescripts. Type and proof read typed orders.

ENQUIRIES: Technical enquiries related enquiries: Ms T Ledwaba Tel No: (012) 315 7429
HR enquiries related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404

REFERENCE **2022/150/OCJ**

POST **STATE ACCOUNTANT**

CENTRE **BISHO DIVISION OF THE HIGH COURT**

SALARY SCALE R261 372 – R 307 890 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:



Matric certificate plus a three-year National Diploma/Degree in Finance/ Accounting Management /or equivalent qualification on NQF Level 6. Minimum of three (3) years relevant experience. Knowledge of BAS, JYP and PERSAL will be an added advantage. Knowledge of PFMA, PPPFA, Treasury Regulations and Financial Instructions.

SKILLS AND COMPETENCIES:

Analytical and interpretation. Honest and open minded. Presentable/Acceptable. Analytical. Meeting of deadline. Assertiveness. Communication and interpersonal relations

KEY PERFORMANCE AREAS:

Payments to creditors and suppliers within the prescribed period as per Treasury Regulation. Monthly checking of budget and expenditure reports, compile fund shifts. Checking of procurement documents processes and compile procurement reports/assistance with asset management processes and verification of assets. Checking of all payment documentation (S&T and overtime included) for compliance of prescripts. Assistance with compilation and submission of monthly reports and registers. Compile journals for correction of misallocations. Assistance with Audit queries and processes.

ENQUIRIES: Technical related enquiries: Mr L Ceza Tel No: (040) 608 7700

HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217

REFERENCE 2022/151/OCJ

POST **PROVISIONING ADMINISTRATION CLERK (CONTRACT AND PAYMENTS)**

CENTRE **NATIONAL OFFICE: MIDRAND**

SALARY SCALE R176 310 - R207 681 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

Matric certificate or equivalent qualification. A Three year National Diploma/Degree or an equivalent qualification at NQF Level 6 (360 Credits) as recognised by SAQA will serve as an added advantage. A Minimum of one-year experience in Supply Chain Management will serve as an added advantage.

SKILLS AND COMPETENCIES:

Knowledge of PFMA, BBB-EE Act, PPPFA, Treasury Regulations. In-depth knowledge of procurement systems eg. JYP, LOGIS and other systems.

KEY PERFORMANCE AREAS:

Ensure that invoices received from suppliers are paid within 30-day period, ensure that invoices are certified by the end user before being processed, capturing of awarded contracts on national Treasury contract registration application (CRA) or database. Ensure that purchase orders are issued to suppliers for all loaded contracts; ensure that service level agreements are signed on time by the supplier and the end user. Ensure proper filling and safe keeping of all signed SLA's. Sourcing quotations as per national Treasury guidelines receive and verify quotations to ensure that they comply with the minimum requirements.

ENQUIRIES: Technical related enquiries Mr Sakhile Majola Tel No: (010) 493 2682

HR enquiries related enquiries: Ms S Tshidino Tel No: (011) 493 2500



REFERENCE 2022/152/OCJ

POST ADMINISTRATION CLERK: DCRS

CENTRE GAUTENG DIVISION OF THE HIGH COURT: PRETORIA

SALARY SCALE R176 310 - R207 681 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric certificate or equivalent qualification. Zero (0) – two (2) years relevant experience. Appropriate experience in general, administration or court related functions with regard to court recordings and /or case, flow management. A valid driver's license will be an added advantage. Understanding of confidentiality in Government Knowledge of relevant legislation. OCJ Adverts.

SKILLS AND COMPETENCIES:

Communication (written and verbal) and public relations skills Computer literacy (MS Office). Good interpersonal. Good problem solving skills. Accuracy and attention to detail. Ability to work under pressure and solve problems. Customer service skills. Document management and operational knowledge of operating a DCRS/CRT machine

KEY PERFORMANCE AREAS:

Prepare court before court proceedings. Perform digital recording of court proceedings and ensure integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, Finance and Supply Chain. Facilities of the court as required by the Judiciary, Court Manager and /or Supervisor.

ENQUIRIES: Technical/HR enquiries related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404

REFERENCE 2022/153/OCJ

POST REGISTRAR'S CLERK

CENTRE NORTHERN CAPE DIVISION OF THE HIGH COURT: KIMBERLY

SALARY SCALE R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric certificate. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license. Understanding of confidentiality in Government.

SKILLS AND COMPETENCIES:

Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under



pressure and solve problems. Numerical skills. Attention to detail. Planning, organizing and skills. Customer service skills orientated

KEY PERFORMANCE AREAS:

Render efficient and effective support services to the Court. Issuing of Court process at General Office. Render 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. Perform 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 HR/Technical related enquiries: Ms S Ruthven Tel No: (053) 807 2733

REFERENCE	2022/154/OCJ
POST	TYPIST
CENTRE	EASTERN CAPE DIVISION OF THE HIGH COURT: GQEBERHA
SALARY SCALE	R147 459 – R173 706 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

Matric certificate. 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). Good interpersonal relations, planning and organization skills. Good problem solving skills. Accuracy and attention to details. Ability to work under pressure. Good timekeeping. Telephone etiquette

KEY PERFORMANCE AREAS:

Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties. Assisting taxing master with drawing taxation files, taxation dates for attorneys and his/her diary, attending to telephone calls regarding taxation dates and court order processes, if the matter was heard and order was made.

ENQUIRIES: Technical/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217

REFERENCE	2022/155/OCJ
POST	USHER MESSENGER
CENTRE	FREE STATE DIVISION OF THE HIGH COURT: BLOEMFONTEIN
SALARY SCALE	R124 434 – R146 577 per annum. The successful candidate will be required to sign a performance agreement.



