OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

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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/ 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:

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.

Gauteng Division: Johannesburg/ Pretoria/ Land Claims Court: Randburg: 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.

Polokwane: 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.

CLOSING DATE: **02 MAY 2023**

ERRATUM: Kindly note that the post of Court Manager: Free State Division of the High Court with Ref No: 2023/166/OCJ, advertised in Public Service Vacancy Circular 12 dated 31 March 2023 with a closing date of 21 April 2023 is a Re- Advertisement and the closing date is extended to 02 May 2023. Apologies for any inconvenience caused.

REFERENCE: **2023/171/OCJ**

POST: **LAW RESEARCHER**

CENTRE: **LAND CLAIMS COURT (RANDBURG)**

SALARY SCALE: R 393 711.00 – R 463 764.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

Matric Certificate and an LLB Degree or four – year recognised legal qualification as recognised 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). A valid driver's license.

SKILLS AND COMPETENCIES:

Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problems analysis, solving and planning skills. Computer literacy (MS Word). Project management, including planning and organising ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Ability to work under pressure. Time management skills. Creative and analytical skills.

KEY RESPONSIBILITY AREAS:

Perform all legal duties for the Judges to enable the them to prepare judgements. Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge. Read all relevant material and analyse 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 judgments, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes on in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes to that the Judge can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic format on legal issues as requested by a Judge. Read all the relevant material and analyse it thoroughly. Prepare PowerPoint presentations. Perform quasi – judicial functions. Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence. Performing any court – related work requested to improve the efficiency of the court.

Technical related enquiries: Ms N Mhlambi Tel No: 010 493 5392

HR related enquiries: **Ms T Mbalekwa Tel No: 010 494 8515**

REFERENCE: **2023/172/OCJ**

POST: **SENIOR COURT INTERPRETER**

CENTRE: **GAUTENG DIVISION: JOHANNESBURG**

SALARY SCALE: R 269 214.00 – R317 127.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric Certificate and National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, Isizulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver's license will be an added advantage. Knowledge of any foreign language and Sepulane will be an added advantage. Candidates will be required to undergo Oral and Written language proficiency testing.

SKILLS AND COMPETENCIES:

Excellent communication skills (Written and verbal). Computer literacy (MS Office). Good interpersonal relation. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer services. Planning and organizing skills. Confidentiality. Analytical thinking. Listening skills. Ability to work independently, to be meticulous, to think logically and practice good time management.

KEY RESPONSIBILITY AREAS:

Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting service during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor as and when it is required.

Technical enquiries: Ms R S Letlaka Tel No: 010 494 8402

HR related queries: Ms T Mbalekwa Tel No: 010 494 8515

REFERENCE: **2023/173/OCJ**

POST: **STATE ACCOUNTANT**

CENTRE: **PROVINCIAL SERVICE CENTRE: LIMPOPO**

SALARY SCALE: R 269 214.00 – R 317 127.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

Grade 12 with a three-year National Diploma/Degree in Financial Management/ Accounting or equivalent qualification. Minimum of three (3) years' experience in financial environment. Knowledge and experience in Basic Accounting System (BAS) and Personnel and Salary Administration (PERSAL). Job related knowledge including legislation which governs Financial Management. In depth knowledge of Standard Chart of Accounts (SCOA). A valid driver's licence is required.

SKILLS AND COMPETENCIES:

Computer literacy. Good communication skills (written and verbal). Good interpersonal skills. Attention to details. Planning and organizing skills. Flexibility. Ability to work as part of a team. Excellent communication skills. Analytical skills. Ability to work under pressure and meet deadlines. Solution-Oriented. Service Delivery Innovation (SDI). Client Orientation. Customer Focus.

KEY RESPONSIBILITY AREAS:

Authorisation of transactions on BAS, ensuring financial documents are audit compliant in the Province. Attend to audit queries from internal and external audits, management of Petty cash, perform day end and deposit confirmation. Approval of transactions on PERSAL. Ensure invoices are processed within 30 days, monitor budget and expenditure trends, compilation of Medium-Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure inputs. Facilitate and compile financial monthly reports. Detect and facilitate correcting of misallocations. Staff Supervision. Ensure financial documents are well maintained. Overall payroll administration. Perform all duties related to Financial Management.

Technical enquiries: Ms T Hughes Tel No: 015 495 1736

HR related enquiries: Ms NP Phadziri Tel No: 015 495 1743 or
Mr TD Masemola Tel No: 015 495 1753.

REFERENCE:	**2023/174/OCJ**
POST:	**LEGAL ADMINISTRATION CLERK**
CENTRE:	**GAUTENG PROVINCIAL SERVICE CENTRE - PRETORIA**
SALARY SCALE:	R 181 599.00 – R 213 912.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

Grade twelve (12) or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0)-two (2) years' experience will serve as an added advantage.

SKILLS AND COMPETENCIES:

Knowledge of Public Services 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. Financial, asset and supply chain management. Understanding of facilities and security management. Leadership capabilities.

KEY RESPONSIBILITY AREAS:

Conduct Legal Research for the Regional Court President/Chief Magistrate. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar.

Technical related enquiries: Ms D Makgaka Tel No: 010 494 8539

HR related enquiries: Ms T Mbalekwa Tel No: 010 494 8515

REFERENCE:	**2023/175/OCJ**
POST:	**ADMINISTRATION CLERK (DCRS)**
CENTRE:	**LABOUR AND LABOUR APEALS COURT: WESTERN CAPE**
SALARY SCALE:	R 181 599.00 – R 213 912.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

Grade 12 or equivalent qualification. Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management. A valid driver's licence. Experience in Supply Chain Management and/or Finance will be an added advantage.

SKILLS AND COMPETENCIES:

Good communication (written and verbal). Computer literacy (MS Office). Good interpersonal skills. Good public relations skills. Ability to work under pressure. Good customer service. Knowledge of document management and filing.

KEY RESPONSIBILITY AREAS:

Test and operate court recording equipment and ensure the safekeeping and maintenance thereof. Record Court proceedings. Keep records of all court proceedings. Keep record of all

requests made for transcriptions. Provide administrative support in general court and case flow management. Processing of reviews and appeals. Compiling of statistics Attend and oversee general public enquiries/ correspondence. Assist with Supply Chain Management/Finance duties. Perform any other duties required for the effective and efficient functioning of the court as required by the Judiciary, Senior Administrative Officer and Registrar.

Technical Related Enquiries & HR Related Enquiries: Ms M Baker Tel No: (021)469 4032

REFERENCE:	**2023/176/OCJ**
POST:	**TYPIST** **(Only persons with a disability are invited to apply)**
CENTRE:	**WESTERN CAPE PROVINCIAL DIVISION OF THE HIGH COURT**
SALARY SCALE:	R 147 459.00 – R 173 706.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

Grade 12 or equivalent qualification. Minimum proven typing speed of 35wpm. Shortlisted candidates will be required to pass a typing test. At least two (2) years typing experience. Knowledge of the legal/ court environment. Prior experience as a typist in a legal environment, will be an advantage.

SKILLS AND COMPETENCIES:

Computer literacy (MS Office). Excellent communication skills (verbal & written). Good interpersonal and public relations skills. Professionalism. Good problem-solving skills. Numerical skills. Attention to detail. Ability to work under pressure. Good timekeeping. Telephone etiquette. Ability to work in a team.

KEY RESPONSIBILITY AREAS:

Typing of the court roll, court orders (in relation to both civil and crime), appeals, reviews, reports, reviews, minutes, circulars, notice of set downs, pre-trial notices, witness statements, taxing master reports, affidavits, memorandums, J349 certificates. Right of appearance certificates and apostilles/ authentication certificates. Relieve of administration personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties; and guidelines.

Technical enquiries: Ms R David Tel No: 021 480 2635

HR related enquiries: Ms M Baker Tel No: 021 469 4038