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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. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for.

ERRATUM: Kindly note that the post of Data Capturer: Eastern Cape Division of the High Court with Ref No: 2022/238/OCJ advertised on Public Service Vacancy Circular 46 dated 02 December has been withdrawn. Apologies for any inconvenience caused.

APPLICATIONS

Gauteng Division of the High Court: Johannesburg/Provincial Service Centre/land Claims Ranburg: Gauteng: 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.

Supreme Court of Appeal: Bloemfontein/Free state Division of the High Court/Free state Provincial Service Centre: 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.

Mpumalanga: 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

Bisho: 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: 27 JANUARY 2023

REFERENCE	2023/01/OCJ
POST	REGISTRAR
CENTRE	GAUTENG DIVISION OF THE HIGH COURT: JOHANNESBURG
SALARY SCALE:	R268 755 – R307 302 per annum (MR3 –MR5), (Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

Matric certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of three (3) years’ legal experience obtained after qualification. Superior court or litigation experience will be an added advantage. A valid driver’s license.



SKILLS AND COMPETENCIES:

Excellent communication skills (verbal and written). Planning and organising, problem solving, numerical skills. Attention to details. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.

KEY PERFORMANCE AREAS:

Co-ordination of Case Flow Management and support process to the Judiciary. Comply with court rules and all relevant prescripts. Handling taxation as Taxing Master and quasi-judicial functions. Manage the issuing of all processes and initiating court proceedings. Co-ordinate appeals and reviews (civil and criminal). Process and grant judgements by default. Quality check of criminal record books. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Issue/ sign court orders/ letters to attorneys/ litigants on behalf of the Court. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Process unopposed divorces and facilitation of Pre-trial conferences. Keep/ check and analyse Court's monthly, quarterly and annual statistics and submission thereof. 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. Prepare and present cases for audit purposes. Monitor functionality of court recording 93 system. Notify relevant managers regarding needs for translation/ transcripts of cases. Attend/ oversee to general public queries/ correspondences. Manage Performance in terms of Annual Performance Plan. Handling of urgent applications during working hours, after-hours, weekends and public holidays. Facilitate/ monitoring/ evaluation of sub-ordinates. Attend to office management, planning and organising. Manage the staff component and performance assessments.

ENQUIRIES: Technical enquiries: Ms R Bramdaw Tel No: (011) 335 0145
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

REFERENCE	2023/02/OCJ
POST	STATISTICIAN
CENTRE	SUPREME COURT OF APPEAL: BLOEMFONTEIN
SALARY SCALE	R331 188 - R390 129.per annum. The successful candidate will be required to sign a performance agreement



REQUIREMENTS:

Matric certificate and a Bachelor is Degree in Statistics or an equivalent qualification. A minimum of two (2) years' statistics/data collection experience of which one (1) year must be on a supervisory level. Experience in statistical analysis and reporting. A valid driver's license.

SKILLS AND COMPETENCIES:

Skills and Competencies: Computer Skills (MS Office – especially Excel). Excellent communication skills (verbal and written). Planning and organising, problem solving, numerical skills. Attention to details. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.

KEY PERFORMANCE AREAS:

Manage and administer data collection on court processes. Identify data required. Collate data on a uniform tool as requested. Ensure accurate data is collected and checked. Analyse data information into the format required. Maintain databases with datasets. Enter data into the reporting tools. Liaise with sources of information. Identify training needs and offer information sessions and training. Follow-up, verify and clean the data before processing. Keep/check and analyse the court's monthly, quarterly and annual statistics and the submission thereof. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Manage the staff component and related functions.

ENQUIRIES: Technical enquiries: Ms C.A Martin Tel No: (051) 412 7400
HR related enquiries: Ms M A Luthuli Tel No: (051) 492 4523

REFERENCE	2023/03/OCJ
POST	HUMAN RESOURCE OFFICER
CENTRE	PROVINCIAL SERVICE CENTRE: GAUTENG
SALARY SCALE	R181 599 – R213 912 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 in Human Resources Management with 360 credits as recognised by SAQA will serve as an added advantage. Introduction to PERSAL certificate. A minimum of one-year functional experience I Human Resource management. Knowledge of the prescripts regulating Human Resources.

SKILLS AND COMPETENCIES:

Good communication skills (written and verbal), report writing and good organising skills, computer literacy (Microsoft Office, PERSAL experience) good interpersonal relations. Ability to work under



pressure. Accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people.

KEY PERFORMANCE AREAS:

Implementation of transaction on PERSAL system in respect of appointments, leave, pension, labour relations, recruitment and selection, injury on duty, transfer, housing allowance, acting allowance, long service recognition and PMDS etc. Keep statistics of all activities and report accurate statistics to supervisors assist with all administrative duties of Human Resources component and respond to client's queries.

ENQUIRIES: Technical enquiries: Ms LO Netshitomboni Tel No: (011) 335 0522
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

REFERENCE	2023/04/OCJ
POST	DATA CAPTURER
CENTRE	MPUMALANGA DIVISION OF THE HIGH COURT
SALARY SCALE	R151 884 - R178 917 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

Matric certificate or equivalent qualification. A minimum of one-year experience in data capturing. Knowledge of clerical duties, practices as well as the ability to capture data.

SKILLS AND COMPETENCIES:

Good communication skills (verbal and written). Job Knowledge. Planning and organisation skills. Flexibility. Teamwork. Good interpersonal relations. Advanced computer skills and ability to work under pressure.

KEY PERFORMANCE AREAS:

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: Technical enquires Ms A Malambe Tel No: 013 429 2214
HR related enquiries: Mr MI Jele/ Mr MV Maeko Tel No: 013 758 000



REFERENCE 2023/05/OCJ

POST TYPIST

CENTRE EASTERN CAPE LOCAL DIVISION: BISHO

SALARY SCALE R151 884 - R178 917 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

Matric Certificate 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). 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. 63 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. Attend to switchboard operation and other task allocated by the supervisor

ENQUIRIES: Technical enquiries: Mr L Ceza Tel No: 040 6087728/
HR related enquiries: Mr S Mponzo Tel No: 043 726 5217

REFERENCE 2023/06/OCJ

POST FOOD SERVICE AID

CENTRE LAND CLAIMS COURT: RUNDBURG

SALARY SCALE R128 166 - R150 975 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

Adult Basic Education and Training Course Level 4/ Grade 10, a minimum of 2 years appropriate experience and relevant knowledge as a Food Aid; Previous experience in hospitality environment will serve as an advantage; Good verbal communication skills and must be highly responsible with good work ethic.

KEY PERFORMANCE AREAS:



Ensure that the dining area is clean, tables are clean, neat and set correctly according to the menu; Ensure that cutlery and condiments are available on the table; Ensure that water and juice jugs are clean and always refilled; Assist in preparing, serving and storing food; Ensure safekeeping of office/storeroom keys and report any losses, damages or theft; Perform any other duty assigned to you by the Supervisor.

ENQUIRIES: Technical enquiries: Ms N Mhlambi Tel No: (010) 493 5392
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

