

OFFICE OF THE CHIEF JUSTICE

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 (Act 55 of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth. All applications must be submitted on 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 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). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence 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 candidates 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 of 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. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

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 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Eastern Cape Division of the High Court: Bhisho / Makhanda: 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.

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 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

Gauteng Provincial Service Centre, 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/ 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.

CLOSING DATE: 02 FEBRUARY 2024

POST DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2024/02/OCJ

SALARY R1 162 200 – R1 365 411 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

CENTRE NATIONAL OFFICE: MIDRAND

REQUIREMENTS:

Matric certificate and an appropriate Bachelor's Degree in Financial Accounting, Financial Management or equivalent qualification at NQF level 7 with 360 credits as recognized by SAQA. A Post Graduate qualification in the field of Management Accounting (NQF level 8) will be an added advantage. A valid driver's licence. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. A minimum of 6 years' experience in financial accounting of which 5 years' must be at a middle management level (Deputy Director level). Any experience working within a workplace environment that utilizes GRAP is required. Knowledge: A track record in preparation and management of financial reports. Ability to implement internal systems and controls to ensure sound Financial Accounting Management, and reporting. Knowledge and understanding of the PFMA, including experience in its application. Competencies/skills: Skills in Financial Management within a trading entity. Personal attributes: Results driven. Resourceful and highly proactive. Attention to detail. Display a professional demeanour. Assertive. Resolve conflicts decisively. Work extended hours. Work under pressure to meet deadlines. Apply honesty and Integrity in the area of work. Ability to maintain a high level of confidentiality. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.

DUTIES:

Lead the Directorate: Financial Accounting is designing, implementing and maintaining its strategic and operation plans. Prepare financial statements according to cash accounting and GRAP accounting. Implement approved OCJ policies and operational procedures related to Financial Accounting in accordance with specific relevant legislative prescripts, in order to enhance accountability and performance. Ensure OCJ compliance reports related to financial management submitted in relation with the Treasury guidelines and 7 timelines and EMP201 /EMP501 and accurate returns submitted to SARS on a monthly and bi-monthly basis. Manage the Salary administration functions. Develop and manage internal control systems and managing financial management risks. Manage 100% reconciliation of general ledger towards a zero balance on the suspense accounts and accurate expenditure interface, through monthly reconciliations. Manage the entire payments and receipts sections including the reporting aspects. Drive the expansion of a modernized financial accounting section to handle the high volume of transactions, arising from increased financial activities. Engage vigorously with

clients to understand their needs and to empower them. Support the CFO, Principal and other Senior Managers in the execution of their functions in terms of the Public Service and Public Finance Management Acts. Coordinate internal and external audit. Implement Annual Performance Plans, operational plans and Oversee the Audit and Risk Management processes of the Directorate.

ENQUIRIES: Technical related enquiries: Ms P Morapedi Tel No: (010) 493 2584
HR related enquiries: Mr SW Mekoa Tel No: (010) 493 2500

NOTE: OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. (Only when shortlisted)

POST **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 2024/03/OCJ**

SALARY R811 560 – R952 485.per annum (Level 11), (All-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

CENTRE **NATIONAL OFFICE: MIDRAND**

REQUIREMENTS

Matric Certificate and a three (3) year National Diploma / Bachelor Degree in Management Services / Work Study / Operations Management. A minimum of 3 years' experience at Assistant Director Level in the field of Organisational Development. A valid Drivers' license. Skills and competencies: Sound knowledge of the Job Evaluation system applicable to the Public Service, Knowledge of relevant legislation, regulations, policies, processes and systems, Knowledge of OFA Management services techniques, Organisational Design Principles, Change and Diversity management, Batho Pele Principles. Customer focus and responsiveness, Problem solving skills, Project management skills, Interviewing skills, Analytical skills, Report writing skills, Presentation skills, Planning and organizing skills, Computer literacy, (OrgPlus, Word, PowerPoint, Excel, Visio).

DUTIES:

Develop, manage and maintain sound and effective, Organisational structures in alignment with the strategic objectives of the Department. Develop Job Profiles and Job Descriptions in line with the Departmental structure, Analyse and grade jobs according to the Public Service Job Evaluation system, Facilitate and coordinate Change and Diversity Management in the Department, Manage the Sub Directorate.

ENQUIRIES: Technical related enquiries: Ms LP Mpe Tel No: (010) 493 2500
HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771

NOTE: OCJ will give preference to candidates in line with the departmental Employment Equity goals

POST LAW RESEARCHER REF NO: 2024/04/OCJ

SALARY: R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE EASTERN CAPE DIVISION OF THE HIGH COURT: MAKHANDA

REQUIREMENTS:

Matric Certificate and an LLB Degree or a four (4) year Legal qualification as recognised by SAQA. A minimum of two (2) years' legal experience obtained after qualification. A minimum of three (3) years legal research experience and completed articles will be an added advantaged. Knowledge of Electronic Information Resources and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and competencies: Excellent research and analytical skills. Report writing and editing skills (written and verbal) Problem analysis, solving and planning skills. Computer literacy (MS Word) Project Management, including planning and organizing ability. Ability to integrate knowledge from diverse 8 sources. Accuracy and attention to detail. Interpersonal skills. Ability to work under pressure. Time management skills. Creative and analytical skills.

DUTIES:

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. Proofread all judgements, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes so that the Judge can accept or decline any proposed changes. 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.

ENQUIRIES: Technical Related Enquiries Ms. L Frazer Tel No: (046) 603 5007 HR Related Enquiries Mr. S Mponzo Tel No: (043) 726 5217

NOTE: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST ASSISTANT DIRECTOR: SECURITY REF NO: 2024/05/OCJ

SALARY R424 104 – R496 467 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE FREE STATE PROVINCIAL SERVICE CENTRE

REQUIREMENTS:

Matric Certificate plus a Bachelor's Degree / National Diploma in Security Management and or Risk Management at 360 credits as recognised by SAQA. Grade A State Security Agency Course. A minimum of three (3) years' working experience in a security environment. A valid driver's license. Computer literacy (MS Office). Good communication skills (written and verbal). Good people skills/interpersonal relations. General office and project management skills. Planning and organisation skills. Exceptional report writing skills. Problem solving skills. Ability to work independently and meet deadlines.

DUTIES:

Assist in the management of the total security function (personnel, document, physical assets, contingency planning and security planning) of the Office of the Chief Justice and linked institutions. Implement the OCJ's Security and Risk Management policies. Development and implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Interaction with security-related and relevant authorities including government departments (State Security Agency, Comsec, DOJCD, etc.). Manage the private security service provider and ensure compliance with the applicable service level agreement(s). Facilitate internal and external audits and ensure that the office is ready with regard to security and risk management matters.

ENQUIRIES: Technical Related Enquiries: Mr. L.J Kolosa Tel No: (051) 492 4523 HR Related Enquiries: Ms N. De la Rey Tel No: (051) 492 4523

NOTE: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST **JUDGE'S SECRETARY REF NO: 2024/06/OCJ (3-YEAR CONTRACT)**

SALARY R294 321 – R343 815 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE **GAUTENG DIVISION HIGH COURT: PRETORIA**

REQUIREMENTS

Matric Certificate One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. 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.

DUTIES

To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed

Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance or service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judges library are attended to. 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.

ENQUIRIES: Technical enquiries: Ms M Campbell Tel No: (012) 492 6799 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

**POST JUDGE'S SECRETARIES REF NO: 2024/07/OCJ (X2 POSTS)
(3-YEAR CONTRACT)**

SALARY: R294 321 – R343 815 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: GAUTENG DIVISION HIGH COURT: JOHANNESBURG

REQUIREMENTS:

Matric certificate, One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. 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.

DUTIES:

To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the 10 Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance or service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judges library are attended to. 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.

ENQUIRIES: Technical enquiries: Ms S Kajee Tel No: (010) 494 8589

HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST: JUDGES SECRETARY REF NO: 2024/08/OCJ

SALARY: R294 321 – R343 815 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE: EASTERN CAPE DIVISION OF THE HIGH COURT: BHISHO

REQUIREMENTS:

Matric Certificate One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. 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.

DUTIES:

Typing (or formatting) of draft memorandum decisions, opinions or Judgement entries written by or assigned by the Judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgements 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 76 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 judgement entry release, 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 disclose 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 procedures and guidelines.

ENQUIRIES: Technical Related Enquiries Mr L Ceza Tel No: (040) 608 7700

HR Related Enquiries Mr. S Mponzo Tel No: (043) 726 5217

NOTE: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST LIBRARIAN SENIOR REF NO: 2024/09/OCJ

SALARY: R294 321 – R343 815 per annum (Level 07). The successful candidate will be required to sign performance agreement.

CENTRE: LAND CLAIMS COURT: RANDBURG

REQUIREMENTS:

Matric certificate and a three (3) year National Diploma / Degree in Library Science, Information Science or related equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' relevant experience in library and information systems. Knowledge of library prescripts, legislation, procedures and processes. Experience in a legal/law library will serve as an added advantage. Skills and Competencies: Research and analytical skills; Communication skills (written and verbal); Computer literacy (MS Office); Ability to access and utilize computer research programs; Planning and organizing; Accuracy and attention to detail; Interpersonal skills; Problem solving skills; Ability to work under pressure; Ability to work independently; Language proficiency.

DUTIES

Render support services which provides information to clients in line with Batho Pele Principles, by making information accessible through technology i.e. printed publications as well as electronic publications, managing information, organizing, retrieving, storing, and disseminating information sources. Updating loose leaf publication and storing and retrieving judgements in printed as well as electronic format performing any related duties required for the efficient functioning of the office.

ENQUIRIES: Technical enquiries: Ms N Mhlambi Tel No: (010) 493 5392

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

NOTE: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST ADMINISTRATIVE CLERK (LEGAL) REF NO: 2024/10/OCJ

SALARY: R202 233 - R235 611 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE: PROVINCIAL SERVICE CENTRE: GAUTENG

REQUIREMENTS:

Matric Certificate 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.

DUTIES:

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.

ENQUIRIES: Technical enquiries: Ms D Makgaka Tel No: (010) 494 8459
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

TVET LEARNERSHIP PROGRAMME FOR 2024/2025 (18 MONTHS)

NOTE: The Office of the Chief Justice would like to invite qualifying TVET graduate to apply to participate in a Work Integrated Learning programme (TVET graduates) in the 2023/2024 financial year. Applicants must have obtained a N6 certificate from a Public TVET college as their highest qualification at entry. Applicants must be an unemployed graduate and never participated in an internship programme previously, aged between 18–35 years and must be a South African Citizen. Office of the Chief Justice is an equal opportunity employer. Persons with Disabilities are encouraged to participate. OCJ will give preference to candidates in line with the departmental Employment Equity goals.

TVET LEARNERSHIP: PUBLIC MANAGEMENT/ADMINISTRATION

REF NO: TVE/01/OCJ (X1 POST) (Duration: 18 Months)

STIPEND: R4 500 per month

CENTRE: POLOKWANE HIGH COURT

REQUIREMENTS: N6 in Public Management /Administration and Office Administration

ENQUIRIES: Technical enquiries/HR related enquiries: Ms F Mathobela Tel No: (015) 495 1758

TVET LEARNERSHIP: FINANCIAL MANAGEMENT REF NO: TVE/02/OCJ (X1 POST)

(Duration: 18 Months)

STIPEND: R4 500 per month

CENTRE: National Office: Midrand

REQUIREMENTS: N6 In Financial Management /Accounting, Cost and Management Accounting.

ENQUIRIES: Technical enquiries: Mr M Mbele Tel No: (010) 493 2538

HR related enquiries: Ms A Nthompe Tel No: (010) 493 2689

TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/03/OCJ (X1 POST) (Duration: 18 Months)

STIPEND: R4 500 per month

CENTRE: Thohoyandou High Court

REQUIREMENTS: N6 in Public Management / Administration and Office Administration

ENQUIRIES: Technical enquiries/HR related enquiries: Ms F Mathobela Tel No: (015) 495 1758

TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT REF NO: TVE/04/OCJ (X1 POST) (Duration: 18 Months)

STIPEND: R4 500 per month

CENTRE: East London (Provincial Services Centre)

REQUIREMENTS: N6 in Human Resource Management

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

TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/05/OCJ (X1 POST) (Duration: 18 Months)

STIPEND: R4 500 per month

CENTRE: East London Provincial Services Centre

REQUIREMENTS: N6 in Public Management / Administration and Office Administration

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

TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/06/OCJ (X1 POST) (Duration: 18 Months)

R4 500 per month

CENTRE: High Court, Makhandla

REQUIREMENTS: N6 in Public Management / Administration and Office Administration

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

TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/07/OCJ (X1 POST) (Duration: 18 Months)

STIPEND: R4 500 per month

CENTRE: National Office

REQUIREMENTS: N6 in Public Management / Administration and Office Administration

ENQUIRIES: Technical enquiries: Mr M Mbele Tel No: (010) 493 2538

HR related enquiries: Ms A Nthompe Tel No: (010) 493 2689 13

TVET LEARNERSHIP: FINANCIAL MANAGEMENT REF NO: TVE/08/OCJ (X1 POST) (Duration: 18 Months)

STIPEND: R4 500 per month

CENTRE: Gauteng Provincial Service Centre

REQUIREMENTS: N6 in Financial Management, specializing in Accounting, Cost and Management Accounting as well as Entrepreneurship & Business Management.

ENQUIRIES: Technical enquiries/HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT REF NO: TVE/09/OCJ (X1 POST) (Duration: 18 Months)

STIPEND: R4 500 per month

CENTRE: Gauteng Provincial Services Centre

REQUIREMENTS: N6 in Human Resource Management, specializing in Personnel Management as well as Entrepreneurship & Business Management.

ENQUIRIES: Technical enquiries/HR related enquiries: Ms T Mbalekwa Tel No: (010) 49