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Office of the Chief Justice

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, Persons with Disabilities and youth.



- APPLICATIONS** :
- National Office (Midrand) and Constitutional Court:** 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.
 - Supreme Court of Appeal: Bloemfontein:** 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.
 - North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
 - Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000.
 - Limpopo Division of the High Court:** 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 **01 NOVEMBER 2024**

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). Please send your documents in a PDF and put them in one folder. 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 initialed on both pages 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 a 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 the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). 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. 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 will 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 appointment. The Office the Chief Justice complies with the provisions of the 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 that 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.

ERRATUM: Kindly note that the closing date for the post of Deputy Director: Solutions Architecture with Ref No: 2024/157/OCJ advertised on Public Service Vacancy Circular 36 dated 04 October 2024 with a closing date of 18 October 2024 has been extended to 25 October 2024. Apologies for any inconvenience caused.

POST ASSISTANT DIRECTOR: DATABASE ADMINISTRATION, REF NO: 2024/167/OCJ
(Re-advertisement, candidates who previously applied are encouraged to re-apply).

SALARY R444 036 - R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE NATIONAL OFFICE: MIDRAND

REQUIREMENTS

Grade 12 and a three (3) year National Diploma in Information Technology/ Computer Science/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years of experience in Microsoft SQL Server environment, A valid Driver's license. Microsoft Certified Database Administration certification will be an added advantage. Skills and Competencies: Experience in developing and administering database security In-depth understanding of data backup, recovery, and archiving procedures, Working Knowledge of Microsoft SQL 2012 / 2014 / 2016, Installing databases on Windows and Linux. Experience configuring and maintaining highly scalable environments. Tuning and troubleshooting Database instances Microsoft SQL backup / Recovery Methodologies and strategies System monitoring, performance tuning and database optimization Disaster recovery for SQL Server, Good communication skills (written and oral). Interpersonal skills. Good organizing and planning skills. Client orientation and customer focus. Problem-solving skills. Ability to work independently, Ability to operate computer on hardware and software, Problem solving, Training, Conflict management, Strategic planning, Facilitation, Research. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES

To monitor and maintain the department's data and ensure that the data is secured, accurate and protected from unauthorised access. Design and create the Structure Query language (SQL) database structure Set up database backups and recovery procedures Implement database security measures, set user access permissions and roles Implement database changes and upgrades as required Monitor database performance, data integrity and optimize query execution Troubleshoot and resolve database issues and errors, Provide technical support to end-users for database-related issues, Administer user access to the database systems, ensuring that only approved and authorized end-user have access. Establish and enforce role-based access control to restrict access according to job roles and responsibilities. Ensure that a well-documented information is available on all database procedures and guidelines, Monitor database connectivity at all times. Develop 14 and maintain robust backup and disaster recovery plans to safeguard data in case of system failures or unexpected events. Regularly test and update these plans to ensure they are effective, Monitor the pro-active and preventative measures to preserve data at all times. Manage constant scheduling of database backups to preserve valuable data. Manage and monitor proactive restoration of possible data loss and ensure an effective recovery plan. Provide high-level support to customers on a daily basis, Determine the specific data needs to be imported into the data warehouse, including the source system and file formats. Create an ETL plan to extract data from the source system Build the necessary workflows or scripts to automate the ETL processes. Conduct thorough testing to ensure the ETL processes are correctly extracting, transforming, and loading the data.

ENQUIRIES

Technical Enquiries: Mr D Reid Tel No: (010) 493 8755,

HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500

APPLICATIONS

Applications can be sent via email at Recruitment11@judiciary.org.za

NOTE

The Organisation will give preference to candidates in line with the Employment Equity

POST

REGISTRAR, REF NO: 2024/169/OCJ

SALARY

R307 659 – R1 053 387 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 for validation of their experience. The successful candidate will be required to sign a performance agreement

CENTRE

NORTH WEST DIVISION OF THE HIGH COURT

REQUIREMENTS

Matric plus an LLB Degree or a four (4) years Legal qualification. A minimum of two (2) years legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. A valid code B driver's license. Skills and Competencies: Excellent Communication Skills (Verbal & Written); Computer Literacy, numerical skills, attention to detail, Planning, Organizing, and Control, Problem solving and decision-making skills, customer service oriented, Interpersonal skills; conflict management; Strong work ethics; Professionalism; Ability to work under pressure and meeting of deadlines; Results driven; Honesty/ Trustworthy; Observance of confidentiality.

DUTIES

:

Co-ordination of Case flow management and support to the Judiciary; Attend to and execute requests from the Judiciary in connection with cases referred to case management and case management related matters; Manage the capturing, tracking and monitoring of cases referred to case management to ensure compliance with the Uniform Rules of Court and practice directives; Assist the Judge President/ designated case management Judge with the facilitation of Pre-Trial conferences (drawing of the roll); maintaining of statistics on the case management tool; Supervision and management of staff; Provide practical training and assistance to the registrar's Clerk; exercise control over the management of appeals and reviews; Deal with the files in terms of the relevant codes and Legislation. Attend to Taxations.

ENQUIRIES : Technical/HR related enquiries: Mr OPS Sebatso Tel No: (018) 397 7064
APPLICATION : Applications can be sent via email at Recruitment13@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST : **JUDGE'S SECRETARY, REF NO: 2024/170/OCJ**

SALARY : R308 154 – R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : LIMPOPO DIVISION OF THE HIGH COURT: POLOKWANE

REQUIREMENTS

Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES

:

Typing (or formatting) of draft memorandum, decisions, directions, opinions, orders or judgments written or granted by the Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Safeguarding of all case files and 14 the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court 80 hearings, while on urgent duty for court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment has been entered on the case file, return case file to the Registrar. Accompany the Judge to the court and circuit courts. Perform administrative duties of the registrar prior to and while on circuit.

Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle and logbook 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. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines. Maintain confidentiality in respect of the operations of both the judge's private and official schedule.

ENQUIRIES : HR Enquiries: Ms. E.M Ramaphakela/ Ms. T.P. Mudau Tel No: (015) 495 1744/1804 Technical enquiries: Ms. M.M.G Phaswane Tel No: (015) 495 1812

APPLICATIONS : Applications can be sent via email at Recruitment15@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST : **JUDGE'S SECRETARY, REF NO: 2024/171/OCJ**

SALARY : R308 154 – R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : **CONSTITUTIONAL COURT: BRAAMFONTEIN**

REQUIREMENTS :

A Grade 12. One (1) year's 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 advantage. 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. Confidential and time management. Computer literacy (MS Word) and research capabilities.

DUTIES :

Provide general secretarial/administration duties to the Judge. Typing (or Formatting) of draft memorandum decisions, opinions or judgments entries written by or assigned by the Judge. Manage and type correspondences and judgments and court order for the Judge including Dictaphone typing, prepare Court files ensure their Court readiness. Arrange and Diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safe, safeguarding of all case files and endorsement of case files with an order made by the Judge. Update files and documents and provide copies of documents to the Registrar. Store, keep and file court records safely. After case has been completed and opinion made decision or Judgment, perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Accompany the Judge to court, manage the Judges 'vehicle logbook, and the driver thereof. Compile Data and prepare reports and documents for the Judge as necessary including expense reports, continuing legal hours, financial disclosure statements and case managements. Arrange refreshments for the Judge and hi/her visitors and attend to their needs.

ENQUIRIES : Technical enquiries: Mr J Mabena Tel No: (011) 359 7400/7458
HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574
APPLICATIONS : Applications can be sent via email at Recruitment16@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST : **JUDGE'S SECRETARY, REF NO: 2024/172/OCJ**
(Re-advertisement, candidate who previously applied are encouraged to re-apply)

SALARY : R308 154 – R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement

CENTRE : **NORTH WEST DIVISION OF THE HIGH COURT**

REQUIREMENTS :

Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and competencies: 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. All shortlisted candidates shall undertake a pre- entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.

DUTIES :

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/HR enquiries: Mr O Sebatso Tel No: (018) 397 7065
APPLICATIONS : Applications can be sent via email at Recruitment14@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST : **ADMINISTRATION CLERK: DCRS, REF NO: 2024/173/OCJ**

SALARY : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : **KWAZULU NATAL DIVISION OF THE HIGH COURT: PIETERMARITZBURG**

REQUIREMENTS :

Matric certificate or equivalent qualification. Experience in Clerical/Administration functions in a court environment and operating a recording machine will be an added advantage. Skills and Competencies: Computer literacy (MS Office), Good communication skills (written and verbal), Good administration and organisational skills, Customer service skills and ability to work under pressure. Good interpersonal and public relation skills.

DUTIES

Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data, capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.

ENQUIRIES : Technical Enquiries: Mr M Zondi Tel No: (034) 492 0269 /034 492 0288
HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
APPLICATIONS : Applications can be sent via email at Recruitment17@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST : **REGISTRAR'S CLERK, REF NO: 2024/174/OCJ**

SALARY : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : **KWAZULU NATAL DIVISION OF THE HIGH COURT: PIETERMARITZBURG**

REQUIREMENTS :

Matric Certificate or equivalent qualification Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills, Communication (verbal and written), Computer literacy, good telephone etiquette, Ability to multi-task, Good organizing abilities, High level of reliability, Tact and Diplomacy, Computer

(info extraction, presentation and data capturing).

DUTIES :

Process documents for archiving and disposal, Open files according to filing system, File correspondence accurately, Maintain files in neat and good condition, Render an effective filing and records management service, Opening and close files according to record classification system, Filing, storage and tracing (telephonically/manually) and retrieval of documents and files, Complete index cards for all files, Accurate filing of correspondence in respective files, Maintain files in neat and good conditions, Handle incoming and outgoing correspondence, Receive all mail, Sort, register, date stamp and dispatch, Distribute notices when required, Provide Register counter services, Attend to requests for files and filing, Handle telephonic and other enquiries received, Maintain registers for incoming and outgoing files and correspondence, Deliver files on request.

ENQUIRIES : Technical Enquiries: Mr M Zondi Tel No: (034) 492 0269 /034 492 0288
HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS : Applications can be sent via email at Recruitment18@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST : **ADMINISTRATION CLERK, REF NO: 2024/175/OCJ**

SALARY : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : **SUPREME COURT OF APPEAL: BLOEMFONTEIN**

REQUIREMENTS

Matric certificate or equivalent qualification. A valid driver's licence, Knowledge of SCM processes. Knowledge of BAS, JYP or Logis. Knowledge of contract management. Basic understanding of vehicle maintenance and troubleshooting. A three-year tertiary qualification in Logistics/Transport Management/Public Management and Administration will serve as an added advantage. Experience in the administration and facilitation of transport matters will serve as a added advantage. Skills and competencies: Good communication skills (verbal and written). Computer literacy. Good interpersonal skills. Good administration and organisational skills. Customer Service skills. Ability to work under pressure. Attention to detail.

DUTIES :

Transport and logistics duties, managing of Judge's vehicles and government vehicles. Procurement of goods and services. Compiling and capturing of sundry and purchase order payments using JYP, BAS and LOGIS systems. Facility management; checking building for defects; identifying needs and liaising with suppliers.

ENQUIRIES : Technical related enquiries: Ms V. Zwane Tel No: (051) 492 4623
HR related enquiries: Ms D. Peters Tel No: (051) 492 4523

APPLICATIONS : Applications can be sent via email at Recruitment19@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment

Equity goals.