

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)/Constitutional Court: Braamfontein:** 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. or via email at applicationsNO@judiciary.org.za
- Land 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 or via email at applicationsGAU@judiciary.org.za
- Eastern Cape:** 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 or via email at applicationsEC@judiciary.org.za
- CLOSING DATE** : 06 September 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). 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.

OTHER POSTS

- POST 30/108** : **LAW RESEARCHER: JUDICIAL EDUCATION AND RESEARCH REF NO: 2024/141/OCJ**
- SALARY** : R444 036 – R532 602 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric certificate and an LLB degree or a four year recognised legal qualification; Three (3) to five (5) years' experience working in a legal environment; A valid driver's licence. Added advantage: Working experience as a researcher in a training environment; A post graduate qualification in Law; Experience in conducting empirical research (qualitative and quantitative). Skills and Competencies: Legal Research and analytical skills; Report writing and editing skills; Project Management; Planning and Organizing; Accuracy and paying attention to detail; Communication skills; Computer literacy; Excellent interpersonal skills; Ability to work under pressure, long hours and weekends; Willingness to travel. 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** : Provide research support to SAJEI; Gather and analyse research relevant to training conducted by SAJEI; Develop and maintain research database that will contribute to the overall objectives of SAJEI; Perform tasks of allocated research projects on the annual research agenda; Track the developments in jurisprudence and amendments of legislation that have a direct bearing on judicial education and training; Conduct legal research for judicial educators on aspects of judicial education curriculum; Provide support to the Editorial Committees for the SAJEI Journal and Judicial Education Newsletter; Provide legal support to training seminars and webinars and produce training reports.
- ENQUIRIES** : Technical Enquiries: Ms. H Maringa Tel No:(010) 493 2577
: HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2500/2527
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.
- POST 30/109** : **LIBRARIAN REF NO: 2024/142/OCJ**
- SALARY** : R376 413 – R443 403 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Constitutional Court: Braamfontein
: Matric certificate and a three (3) year National Diploma/Degree qualification in library or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of 3-year experience as a Librarian. Knowledge of and experience in legal library environment as well as understanding comparative research and international legal matters. Computer Literacy (MS Office, PowerPoint, Outlook, Word, Excel & Internet). Report writing skills, Research and planning skills. Excellent communication skills

(written and verbal). Interpersonal Relations. Knowledge of OPAC systems. 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

: An up to date and building a balanced collection to support Judges and users of the library; Identify and Select materials for purchase from different sources, publisher's catalogues, other library catalogues, bibliographies, Ensure collection building for Comprehensive collection, Conduct searches on the internet; global books in print; publishers' catalogues; book reviews in journals; acquisition lists from major libraries in the world, Ascertain that there are no duplications in your orders by thoroughly checking the catalogue, Selection, purchasing and development of Library Service collections in accordance with library policies and guidelines. Manage acquisitions workflow up to cataloguing. - (ordering, receipt and accession); Ensure correct orders are sent on time and update order status. Ordering and Creation of Basic cataloguing. Receive publications and check against orders, Update Judges and Law Clerks on new acquisitions, manage new additions that are donated to the library, Review Invoices and forward, Review and add fund cycle for every financial year. Manage and control of serials as well as renewal of subscriptions and Vendor Operations; Claiming and returning of issues, Renew and review of subscriptions when required, identify materials for binding, preparing loose issues of journals and law reports for binding, Process bound journals when returned from binders, add new books, bound journals and law reports to Asset Register, Bar coding, adding records to library system and entries in Asset Register. Verification of assets and participate in administrative functions; Conduct Asset verification and stocktaking of library material and removing outdated books from shelves and updating computerized databases and asset register, collect daily stats, Submit stats.

ENQUIRIES

Technical enquiries: Mr A Mdletshe Tel No: (011) 359 7400/7472

HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574.

NOTE

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

POST 30/110

: **PROVISIONING ADMINISTRATION CLERK REF NO: 2024/143/OCJ**

SALARY

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

CENTRE

: Constitutional Court: Braamfontein

REQUIREMENTS

: Matric certificate and a three-year National Diploma/Degree in Supply Chain Management or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of one (1) year experience and a valid driver's license will be an added advantage. Skills and Competencies: Knowledge attributes, Knowledge of Legislation, Policies & Procedures. Skills; Communication skills (verbal and written); Administration skills Planning and Organizational skills; Exceptional Interpersonal skills; Customer service skills; Excellent Typing skills; Time Management skills; Proficiency in Microsoft Office Programs; Research capabilities; Problem solving; Good Judgment and Decision-Making skills; Proficiency in English; Administrative skills; Good proficiency in English and any of other official languages; Customer service skills. Display maturity; Assertiveness and Confidence to interact at all levels; Maintain Positive attitude; Ability to take charge; Ability to work independently; Self-motivated; Ability to Maintain Confidentiality; Ability to meet strict deadlines; Ability to work under pressure; Attention to detail. 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

: Obtaining Quotations; Receiving the specifications from the end user; Select service providers from LOGIS/Procurement System; Request quotations from service providers; Ensure that the received quotations are verified and comply with specifications; Checking of all supporting documentation. Compile and prepare requisition; Prepare manual requisitions, attaching supporting documents (all relevant SBD forms, Tax Clearance Certificate, CK and BBBEE Certificate), verify with budget section if funds are available for the procurement of goods and services; Circulate the requisition to the end user for signature and approval of the requisition by the delegated official; Creating of new items, linking and capturing of service providers on LOGIS/Procurement System; Capture and approve the manual requisition on LOGIS/Procurement System;

When the Purchase Order is released, it is sent to the recommended service provider and end-user. Closing off orders on JYP and finalizing requisition for payment; When the service/goods has been rendered/supplied, the service provider will issue an invoice for the service/goods; Upon receipt of the invoice; Goods received Note (GRN) is printed on LOGIS/Procurement System, which will automatically create the invoice; Once the invoice has been approved on LOGIS/Procurement System, the Credit Payment Advise (CPA) is printed; The delivery confirmation note and CPA is attached to the manual requisition, which will then be checked and sent for payment. Replenishment of stock; Request quotations from service providers as soon as stock reaches minimum stock level; Checking of quality and quantity of stock upon delivery.

ENQUIRIES : Technical enquiries: Mr B Mxasa Tel No: (011) 359 7400/7590
 HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574.

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

POST 30/111 : **ADMINISTRATION CLERK (CRT) REF NO: 2024/144/OCJ**

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

CENTRE : Land Court: Randburg

REQUIREMENTS : Matric certificate or equivalent Qualification. Appropriate experience in general administration or court related functions with regard to court recordings and/or case flow management will be an added advantage. A valid driver's licence. Understanding of confidentiality. Skills and Competencies: Good Communication (written and verbal) computer literacy (Ms Office) Good interpersonal skills, good public relations skills. Ability to work under pressure and to solve problems. Good Customer service, Document Management. 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 : Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof; Record court proceedings; Provide administrative and case flow management support in general to the court as required by the Judiciary, Chief Registrar, Court Manager and/or Supervisor.

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

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

POST 30/112 : **SECURITY OFFICER REF NO: 2024/145/OCJ**

SALARY : R155 148 - R182 757 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : Abet. Added advantage: Matric certificate, a minimum of one year experience and a valid driver's licence. Grade C Security Certificate (PSIRA: Grade C. A minimum of one- year experience in Security Industry. Driver's License. Minimum Information Security Standard (MISS). Minimum Physical Security Standard (MPSS). Criminal Procedure Act. Information Security. Private Industry Regulation Authority Act. Control of Access to the Public Premises and Vehicles Act. Knowledge of the Control Room Procedure. National Key Point Act. Skills and Competencies: Basic Computer Literacy (MS Office). Good communication skills (verbal and written) Problem solving skills. Good interpersonal relations. 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 : Access control function. Ensure that the Public Access Control Act is adhered to. Control crowd at the Constitutional Court. Search of any harmful objects that may enter into the building e.g. firearm. Ensure safety of officials, tourists and the public members when contractors are rendering service in the court building. Update security registers. Complete register book before a visitor escort to the relevant office. Escort visitors to the intended offices. Assist Chief security to the conduct risk assessment. Monitor the Outsourced security positions. Assist the supervisor to organize boom sweep at the court. Observe the proceedings in the court. Monitoring the removal of equipment or furnishes entering and existing the premises. Ensure that no items belong to the court is

removed unattended. Make copies of each and every item brought in and out of the court building. Record all letters and equipment delivered to the court. Ensure that a first aid room is provided with all emergency items. Ensure that the Constitution lime line books are available at reception. Assist with the transport management duties. Checking Security Equipment placed at the court. Ensure that adequate security equipment is in place in a working condition. Report any irregularities immediately to the supervisor. Ensure that all exit points are secured and intact. Check all security personnel equipment, pocket books and uniform. Enforce the wearing of uniform and adherence to the stipulated rules. Ensure that x-ray machine and metal detector are in full operational. Ensure that sanitizer is always available for public and officials use. Control of Master keys during and after hours. Open the Offices when staff members request to do so. Manage of master key. Ensure that the Chambers are locked for crime deterrence. Unlock the storerooms for asset verification. Ensure that duplicated keys are stored in a safe. Ensure that there is no missing or broken key. Control Room operation. Retrieve of footages during investigation. Respond to internal and external calls. Respond to emails. Draft of monthly report. Monitor of fire system equipment. Respond to all alarm activation. Enrol of staff into biometric system. Complete of control room maintenance register, control room occurrence book and key register. Test of Remrad desktop telecommunication. Occupational Health and Safety. Ensure the compliance of the Organisation. Check fire Equipment's zones. Conduct evacuation drill. Check the emergency signage's. Prevent the escaping doors from obstruction. Safeguard the escape doors. Draft the OHS Report and submit to National Office. Assist to coordinate and plan OHS Committee Meetings. Maintain first aid boxes. Assist by arranging bomb sweep at the court building.

- ENQUIRIES** : Technical enquiries: Mr J Mabena Tel No: (011) 359 7596
HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.
- POST 30/113** : **HANDYMAN REF NO: 2024/146/OCJ**
- SALARY** : R155 148 - R182 757 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Constitutional Court: Braamfontein
ABET level 2 certificate. A minimum of one-year experience will be an added advantage. Certificate in Electrical/ Carpentry and Plumbing will be an advantage. Skills and Competencies: Knowledge of Occupational Health and Safety Act. Knowledge on how to operate power tools. Knowledge of building infrastructures layouts. Use of Computer and MS software. Skills; Good communication skills, Interpersonal relationship skills, Computer literacy (MS Office), Listening skills, Problem solving skills, Decision making skills and Planning and organization skills. Personal Attributes; Must be able to work independently, Team player, Reliable, Innovative, Confidence, Ability to work under pressure and Flexible. 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** : Provide handyman services at the court, Oversee the quality of office equipment delivered, relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks. Execute minor general building maintenance, Report breakages to the supervisor for repairs by the landlord, repair damaged office equipment, attend to minor repairs, oversee building maintenance rendered by service providers, sign job cards for services rendered by service providers. Attend to minor plumbing, electrical and carpentry work; Unblock kitchen, restrooms basins and minor drainage sewage, facilitate repairs to water leaks, ensure that electrical systems are working safe, Repair/replace broken furniture, Repair office furniture and equipment. Conduct routine inspection of the building on a weekly, monthly and quarterly basis, accompany landlord and contractors during repairs/maintenance, ensure that the inspection is done on

ENQUIRIES

infrastructure and recorded, keep all records of all maintenance done at the Constitutional Court.
: Technical enquiries: Mr S Madonsela Tel No: (011) 359 7596
HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574.