

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** : Free State Division of the High Court: 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 or via email at applicationsFS@judiciary.org.za
- CLOSING DATE** : 13 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.

ERRATUM: Kindly note that the applications for the post of Senior Law Researcher: Free State Division of The High Court with Ref no: 2024/139/OCJ advertised on DPSA Circular 29 with a closing date of 30 August 2024 must be submitted 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 or via email at applicationsFS@judiciary.org.za. Further take note that the post is for a Senior Law Researcher and that the closing date has been extended to 07 September 2024. The post of Law Researcher: Free State Division of the High Court: Bloemfontein with Ref No: 2024/87/OCJ advertised on Public Service Vacancy Circular 28 with a closing date of 19 August 2024 has been withdrawn. Kindly note that the 11 posts of Judge's Secretaries for Gauteng Division of the High Court Pretoria with Ref No's: 2024/108/OCJ, 2024/109/OCJ, 2024/110/OCJ, 2024/111/OCJ, 2024/112/OCJ, 2024/113/OCJ, 2024/115/OCJ, 2024/116/OCJ, 2024/117/OCJ, and 15 posts of Judge's Secretaries for Johannesburg Division of the High Court with Ref No's: 2024/118/OCJ, 2024/119/OCJ, 2024/120/OCJ, 2024/121/OCJ, 2024/122/OCJ, 2024/123/OCJ, 2024/124/OCJ, 2024/125/OCJ, 2024/126/OCJ, 2024/127/OCJ, 2024/128/OCJ, 2024/129/OCJ, 2024/130/OCJ, 2024/131/OCJ, 2024/132/OCJ, 2024/133/OCJ, 2024/134/OCJ which were advertised on Public Service Vacancy Circular 29 with a closing date of 30 August 2024 have been withdrawn. Apologies for any inconvenience caused.

The Centre for the post of Assistant Director: Security with Ref No: 2024/107/OCJ advertised on Public Service Vacancy Circular 29 with a closing date of 30 August 2024 is Eastern Cape Provincial Service Centre. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 31/02</u>	:	<u>REGISTRAR REF NO: 2024/147/OCJ</u>
<u>SALARY</u>	:	R307 659 – R1 053 387 per annum (MR3 – MR5), the salary will be in accordance with the Occupation Specific Dispensation Determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Free State Division of The High Court
	:	Matric certificate and an LLB Degree or a four (4) year legal qualification. A minimum of three (3) years' legal experience obtained after qualification. A valid driver's license. Superior court or litigation experience will be an added advantage. Supervisory experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written). Planning and organising skills. Problem solving skills. Numerical skills. Attention to details. Professionalism. Strong work ethics. Conflict Management skills. Supervisory skills. Time management and ability to work under pressure. 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.
<u>DUTIES</u>	:	Co-ordination of case flow management and administrative support to the judiciary. Comply with court rules and all relevant prescripts. Handling taxation as Taxing Master. Manage the issuing of all processes and initiating of court proceedings. Co-ordinate appeals and reviews (civil and criminal). Process and grant judgments by default. Quality check 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 the court's monthly, quarterly and annual statistics and monitor the submission thereof. Exercise control over the management and safekeeping of case records and the records room. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Monitor the functionality of the court recording system. Notify relevant managers regarding needs for translation/transcripts of cases. Attend/oversee to general public queries/correspondence. Handling of urgent applications during working hours, after-hours, weekends and public holidays. Attend to office management, planning and organising. Manage the staff component and related HR processes.
<u>ENQUIRIES</u>	:	Technical Related Enquires: Mr S.P Mathibeli Tel No: (051) 492 4563

HR Related Enquiries: Ms N. De La Rey/Ms D. Peters Tel No: (051) 492 4585/73

NOTE

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