

## 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**

- : **Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town or via email at: [applicationsWC@judiciary.org.za](mailto:applicationsWC@judiciary.org.za)
- : **Supreme Court of Appeal:** 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 e-mail at: [applicationsFS@judiciary.org.za](mailto:applicationsFS@judiciary.org.za)
- : **Makhanda High Court:** 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](mailto:applicationsEC@judiciary.org.za)

**CLOSING DATE**

- : 13 August 2024

**NOTE**

- : 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](http://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 27/44** : **REGISTRAR REF NO: 2024/78/OCJ**
- SALARY** : R556 356 – R1 314 666 per annum, (MR6), (salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit service certificate/s for validation of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Supreme Court of Appeal: Bloemfontein  
 : A Matric certificate and LLB Degree or a four (4) year legal qualification as recognized by SAQA. A minimum of eight (8) years' appropriate post qualification legal experience. Computer literacy, leadership and managerial experience. A valid driver's license. An LLM Degree will serve as an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Report writing skills. Numerical skills. Technical expertise. Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Professional appearance and conduct. 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** : Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions.
- ENQUIRIES** : Technical enquiries: Ms C.A Martin Tel No: (051) 492 4623  
 HR enquiries: Ms N de la Rey Tel No: (051) 492 4585
- NOTE** : The Office of the Chief Justice will give preference to candidates in line with the Employment Equity goals.

- POST 27/45** : **LAW RESEARCHER REF NO: 2024/82/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 REQUIREMENTS** : Eastern Cape Division of The High Court: Makhanda  
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 valid driver's license. 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. 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** : 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 27/46** : **REGISTRAR REF NO: 2024/79/OCJ**  
(12 Months Contract)
- SALARY** : R307 659 – R1 053 387 per annum + 37% in lieu of benefits (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 REQUIREMENTS** : Supreme Court of Appeal: Bloemfontein  
A Matric certificate and LLB Degree (NQF 7) or four (4) year legal qualification. A minimum of two (2) years' legal experience obtained after qualification. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in a legal profession. **MR4:** LLB Degree or equivalent plus a minimum of 8 years post qualification experience in a legal profession. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in a legal profession). 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: Knowledge of Case Flow Management. Knowledge of the legislative framework governing the public service. 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 generic requirements.
- DUTIES** : Co-ordination case flow management and administrative support to the judiciary. Comply with court rules and all relevant prescripts. Handling taxation of bills of cost. Manage the issuing of all processes and initiating of court

proceedings. Co-ordinate appeals and reviews. 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. Keep/check and analyse the court's monthly, quarterly and annual statistics and monitor the submission thereof. Implement effective and efficient administration of court files and records management. Deal with the files in terms of the relevant codes and legislation. Prepare and present files for audit purposes. Ensure the submission of records for translation. Attend/oversee to general public queries/correspondences. Attend to office management, planning and organising. Manage the staff component and related HR processes.

**ENQUIRIES** : Technical enquiries: Ms C.A Martin Tel No: (051) 492 4623  
 HR enquiries: Ms N. de la Rey Tel No: (051) 492 4585

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**POST 27/47** : **ADMINISTRATION CLERK (DCRS) REF NO: 2024/80/OCJ**

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

**CENTRE** : Cape Town Labour Court

**REQUIREMENTS** : A Matric certificate or equivalent, A valid Driver's License. Experience in Clerical/ Administration functions will serve as an added advantage. Skills and Competencies: Knowledge of the digital recording process e.g. system tests, recording equipment is properly functional, fault reports, Knowledge of court proceedings, Knowledge of digital filing system. Knowledge of manual filing system. Technical Skills, Communication skills, Interpersonal relations, Typing, Computer literacy (MS Office), Problems solving skills, Administration skills, Ability to work independently, Ability to work under pressure, Team participation, Understanding of confidentiality in Government, Flexible, 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 generic requirements.

**DUTIES** : Check the readiness of the court prior the court proceedings. Test the CRT machine (Circuit court and local court) and reports all faults detected on the machine. Capture cases set down on the CRT machine and the court book/J406.Pre- schedule the cases prior to commencement of the court proceedings, Record court proceedings as per the level of court, Add parties' details per court appearance and add related annotations for the case type in session, Pause and resume the recorder during court session breaks, and stop at the end of the day, Set up and operate the equipment for testifying in the Children's court, Annotate all the postponed cases, Conduct regular backups of data and transfer court recordings at the end of the week, Utilise the headphones to monitor accurate recording of the court proceedings. Attend to request for playback to verify court orders and download to CD/USB. Retrieve and download cases on request. Playback the court recording to detect any discrepancies on the recordings, Inform the Judge immediately when discrepancies are detected, File and check audio CD's in the strong room/Court Recording Technology office, submit work performed at the circuit court immediately upon arrival, Update backups of audio CD's, Download CD's for transcription for the running record, Attend to queries relating to court recordings, Arrange own travelling to circuit courts in advance. Test and operate court recording equipment and ensure the safekeeping and maintenance thereof. Record Court proceedings Keep records of all court proceedings, keep record of all requests made for transcriptions Provide administrative support in general court and case flow management Processing of reviews and appeals Compiling of statistics, Attend and oversee general public enquiries/ correspondence in the general office, perform any other duties required for the effective and efficient functioning of the court as required by the Judiciary, Senior Administrative Officer and Registrar.

**ENQUIRIES** : Technical enquiries: Mr. R Wesso Tel No: (021) 424 9035

HR Related Enquiries: Ms M Baker Tel No: (021) 469 4032

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

- POST 27/48** : **USHER MESSENGER REF NO: 2024/81/OCJ**
- SALARY** : R155 148 – R182 757 per annum (Level 03). The successful candidate will be required to sign a performance agreement
- CENTRE** : Western Cape Division of The High Court: Cape Town
- REQUIREMENTS** : A Matric certificate or equivalent. A valid driver's License A minimum of 1-year relevant court exposure (Given the nature of the High Court environment w. r. t. the interaction with Judges) will be an added advantage: Skills and Competencies Planning and organizing skills Driving skills Communication skills, Good interpersonal skills, Decision making skills, Listening skills Computer skills, Problem solving and Analysis, Time Management, Client Orientation and Customer Focus Good 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** : Escort members of the bench to and from court and attend Judges' chambers with counsel. Facilitate order in court rooms before calling the Judges in. Organize the court support staff and inform them of the starting times, in line with the daily court roll. Ensure files and court books are taken to court prior to the hearing. Maintain silence and order in the court rooms when Judges enter or leave. Call the court to session, hand exhibits and documents between the counsel and Judge Check the correctness of motion court rolls, generation of copies and dissemination according to the distribution list. Write up court files with court orders as per Judges' instructions. Draw, check and arrange the criminal and civil files (to be taken to the court rooms). Collect court roll (unopposed motion etc) from typists and distribute to relevant Judges Collect and distribute files from Judge President and Deputy Judge President's offices (opposed motions, trials, appeals, reviews, petitions etc). Report the missing files to the Judges. File/ archive the documents, registers, etc. Negotiate the Court Rooms allocation with Judges. Attend to courtroom shortages. Keep the court files safe. Make copies of Court rolls and circulate according to the distribution list. Collect files from Judges and deliver them to the typists or relevant administrative section. General messenger duties inside and outside of the court Collect and distribute post, parcels, files and documents Photocopying of documents and Judgments Assist in other administration sections during term and recess as requested by Chief Registrar and Court Manager.
- ENQUIRIES** : Technical Enquiries: Ms RM David Tel No: (021) 480 2635  
HR Related Enquiries: Ms M Baker Tel No: (021) 469 4032
- NOTE** : Organisation will give preference to candidates in line with the Employment Equity goals.