

work of Judicial officers. Knowledge of research methodologies. Ability to liaise with local and international stakeholders. Good understanding of departmental prescripts and frameworks, (e.g. departmental codes). Understanding of legislation governing Court procedures, processes and policies. Skills and Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Problem Solving and Analysis. People management and Empowerment. Excellent skills in report writing. Advanced Computer Literacy (Excel, Word and PowerPoint). Ability to operate/interface with technical systems. Interpersonal skills. Organisational 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**

Provide technical support to the CEO in fulfilling functions of the Institute as listed in section 5 of the SAJEI Act. Ensure seamless implementation of the Corporate Governance calendar. Lead and monitor the effective implementation of the annual research agenda. Ensure timely achievement of quality research outputs. Ensure submission of performance information reports to the CEO in compliance with applicable prescripts and policies. Coordinate and monitor material development and review. Manage effective implementation of annual training schedules. Monitor compliance with prescripts applicable to Human resources, Financial and Risk management. Facilitate the development and implementation of SAJEI's Performance and operational plans.

## **ENQUIRIES**

Technical related enquiries: Dr G Moshoeu, Tel No: (010) 493 2616

HR related enquiries: Ms LP Mpe/Mr SW Mekoa Tel No: (010) 493 2500

## **APPLICATIONS**

Applications can be via email to: [2025/46/OCJ@judiciary.org.za](mailto:2025/46/OCJ@judiciary.org.za)

## **NOTE**

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

## **POST**

**DEPUTY DIRECTOR: ADMINISTRATION, 2025/29/OCJ**

## **SALARY**

R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.

## **CENTRE**

**CONSTITUTIONAL COURT: BRAAMFONTEIN**

## **REQUIREMENTS**

Matric certificate and an LLB degree or four (4) years recognised legal qualification as recognised by SAQA. A minimum of three (3) years relevant legal experience. At least in research A minimum of three (3) years research experience of which three years' must be at Junior Management level (ASD

level). A minimum of three (3) years supervisory experience in a legal environment. A valid driver's license. BA/BCom Law degree will serve as an advantage. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Budgeting and financial management, Problem solving 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. Willingness to work outside normal working hours. 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**

Lead and manage the transformation within the office. Encourage an effective and efficient performing culture for Law Clerks. Provide overall leadership by ensuring coordination as well effective functioning of the unit. Develop and implement best practices, policies, procedures and internal control systems. Facilitate the recruitment and selection of Law Clerks program. Ensure drafting and placement of the advert. Ensure the development and quality assurance of the master list. Ensure timeous distribution to the Law Clerks Committee. Facilitate shortlisting and interview process in consultation with the Justices. Ensure that personnel suitability checks and verification of qualifications for recommended candidates are conducted. Oversee the administration of Practice Directions issued by the Chief Justice. Ensure compliance with court processes and rules of the Constitutional Court. Ensure and support case flow management after consultation with general office. Ensure proper and effective communication with Director Court Operations. Modernise research methodologies and/or technologies and ensure relevant research material is at all times available. Disseminate relevant information to the Law Clerks. Ensure implementation of training and development initiatives of Law Clerks within the Constitutional Court. Ensure the provision of orientation and induction programs within the unit. Facilitate and coordinate training courses or programs for the law clerks in consultation with the Law Clerk Committee. Ensure the development Programme are implemented effectively. Conduct skills audit and consolidate training needs. Conduct briefing and feedback sessions of the law clerks Programme. Supervise and Develop Law Clerks. Ensure general supervision of Law Clerks. Allocate duties and perform quality control on the work delivered by officials. Develop and manage the monthly leave plan and reporting. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all

employees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES:**

Technical enquiries: Ms. Z Sondlo Tel No: (011) 359 7400/7458 HR enquiries: Ms K Mokgatlhe Tel No: (011) 359 7400/ 7574.

**APPLICATIONS:**

[Applications can be via email to: 2025/29/OCJ@judiciary.org.za](mailto:2025/29/OCJ@judiciary.org.za)

**NOTE**

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