

## 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: 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.
- CLOSING DATE** : 11 April 2025
- 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). 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 40 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 two posts of Registrar: Mpumalanga Division of the High Court, Middelburg and Mbombela with Ref No: 2025/22/OCJ and 2025/27/OCJ advertised on Public Service Vacancy Circular 09 dated 07 March 2025 with a closing date of 25 March 2025 are permanent posts. Apologies for any inconvenience caused.

#### OTHER POSTS

<b><u>POST 11/34</u></b>	:	<b><u>DEPUTY DIRECTOR: ICT SECURITY SPECIALIST REF NO: 2025/49/OCJ</u></b>
<b><u>SALARY</u></b>	:	R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Midrand
<b><u>REQUIREMENTS</u></b>	:	Matric certificate and a three-year National Diploma in Computer Engineering, Information Technology or equivalent qualification at NQF Level 6 (360 Credits) as 30 recognized by SAQA. A minimum of seven (7) years' ICT Infrastructure Support Management environment, with five 5 years' experience in ICT Security Operations specifically Firewall and Identity Management. Valid Firewall or Cybersecurity Technical certificate is mandatory. Valid MCSA: Windows 2012 or 2016 certificate, Valid CISM certificate or equivalent will be an added advantage. A valid driver's license. Skills and Competencies: Experience with Windows Server 2012 & 2016 environment. Experience with Microsoft Exchange 2013 and 2016 environment. Experience with DNS, DHCP, SQL, and WSUS. Experience with antivirus and malware protection solutions. Experience with firewall management specifically Fortinet firewalls. Experience in network and systems administration. A strong focus on service delivery with a desire to innovate, improve process, support others and share ideas. Excellent interpersonal relations. Effective communications skills (written and verbal). Attention to details imperative. Excellent Problem-Solving skills. Ability to multi-task is essential. Time management and ability to work under pressure. Ability to adapt to change.
<b><u>DUTIES</u></b>	:	Installation, configuration and maintenance of the OCJ's Enterprise Security Systems and Solutions. Implementation and management of the security in all OCJ's externally facing ICT security applications. Implementation and maintenance of the ICT security solutions for vulnerability audits and assessment. Establishment of an enterprise security stance through policy, architecture and training processes. Establishment and management of enterprise identity governance and access management solutions for the OCJ. Provide supervisory to internal and external ICT security management team.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Mr T Mohono Tel No: (010) 493 8754 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
<b><u>APPLICATIONS NOTE</u></b>	:	Applications can be via email to: 2025/48/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<b><u>POST 11/35</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCES PRACTICES REF NO: 2025/50/OCJ</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Midrand
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and a three-year National Diploma/Degree in Human Resource Management/Public Management/Public Administration or equivalent qualification at NQF6 (360 Credits as recognized by SAQA). A minimum of six (6) years in Human Resource Management A least three (3) years' experience at Supervisory level. A valid driver's license. Experience and Knowledge of Recruitment and Selection, PERSAL Certificate in leave and personnel administration. Experience as a Personnel Controller will be an added advantage. Skills and Competencies: Knowledge of Human Resource Management Policies, PSCBC Resolution, Determination of leave of absence in the Public Service, Government Employee Housing Scheme, Government Employee Medical Aid Scheme, and application of relevant Legislative Frame work such as Public Service Act, 1994 as amended, Public Service Regulations 2016, Basic Conditions of employment Act 1997, Code of Conduct in the Public Service, and Labour Relations Act. Knowledge of Government Employee Pension Fund. On-line submission of Pension applications. Knowledge and understanding of Occupation Specific Dispensation (OSD), OSD in Legal environment will be an added advantage. Ability to interpret Policies. Practical experience in PERSAL System and Pension Case Management. Highly skilled in the MS Office Suite, especially EXCEL. Excellent communication skills (written and verbal). Ability to work under pressure. Analytical, organizing, planning, presentation and stakeholder liaison skills. Conflict resolution and negotiation skills. Good interpersonal relations. Ability to adhere to strict deadlines.

**DUTIES**

: Manage and monitor the implementation of conditions of service and benefits such as leave, resettlement, medical aid, resettlements, long service recognition, acting allowances, injury on duty, housing allowance, overtime, etc. in terms of applicable PSCBC Resolutions. Implement COIDA strategies to enforce compliance with COIDA Legislation. Co-ordinate COIDA forms and liaise with the Department of Labour on COIDA claims. Manage and implement Policy on Incapacity Leave and Ill-Health Retirement (PILIR). Manage the implementation service termination process and exit interviews. Approve transactions on PERSAL according to delegations. Develop, review and implement HR policies, procedures and processes; operational plans, risk management registers and audit action plans. Management of Recruitment and Selection processes. Management of employee performance and development processes and ensure compliance to the PMDS directives. Prepare monthly, quarterly and annual reports, operational plans, risk management registers and Audit Action plans. Management Human resource records and ensure compliance with the records management prescripts. Provide human resource information, Knowledge and understanding of occupation Specific Dispensation (OSD), OSD in Legal environment will be an added advantage. knowledge management and provide technical advice to the relevant stakeholders. Manage human resources administration enquiries to ensure the correct implementation of human resource management practices.

**ENQUIRIES**

: Technical /HR related enquiries: Ms D Kupa Tel No: (010) 493 2528

**APPLICATIONS**

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**NOTE**

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