

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 (Act 55) 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.

- CLOSING DATE** : 16 May 2025
- APPLICATIONS** : Gauteng 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 Polokwane/Thohoyandou Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699
- 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). 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 post of Assistant Director: Human Resource Practices, Ref No: 2025/50/OCJ advertised on DPSA Circular 11 with a closing date of 11 April 2025 and the post of Registrar's Clerk, Ref No: 2025/40/OCJ advertised on DPSA Circular 12 with a closing date of 23 April have been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 14/95</u>	:	<u>REGISTRAR, REF NO: 2025/56/OCJ</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 (MR3-MR5) Per Annum. Salary will be in accordance with the Occupational Specific Dispensation Determination. The 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>	:	Labour And Labour Appeals Court Johannesburg
	:	Matric certificate and LLB degree or a four (4) year Legal qualification. A minimum of two (2) years 'legal experience obtained after qualification. Labour Court litigation experience will be an added advantage. Skills and Competencies Excellent Communication (Verbal and Written) Computer literacy Numerical Skills. Conflict management, Strong work ethics, Exceptional interpersonal skills, planning and organizing and control, Attention to details, Ability to conduct Research, Customer service orientated, Problem solving and decision-making skills, ability to work under pressure and meeting of deadlines, Managerial skills and professionalism
<u>DUTIES</u>	:	Facilitate the signing of court orders and writ of executions and Judge's directive (ensuring that the information on the order/directions correspond with the endorsement made by the Judge on the Court file) taxation of bills of costs and endorsing settled bill of costs. Giving effect to instruction made by the Judge President, the Deputy Judge President, Judges and Court Manager. Co-ordination of Case Flows Management and support the Judiciary. Supporting the Court regarding quasi-judicial function. Effectively and efficiently correspondence with public private body and various other stakeholders. Supervise and Management of the staff. Provide practical training to and assistance to the Registrar's Clerk. Exercise control over the management and safe keeping of case records and records rooms. Deal with files in terms of the relevant codes and legislations. Manage submission of statistics to the reporting Registrar. Prepare and present cases for Audits. Manage performance in terms of Annual Performance Plan.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms T Nzimande 010 494 9238 HR enquiries: Ms T Mbalekwa Tel No: 010 494 8515
<u>APPLICATIONS NOTE</u>	:	can be via email to: 2025/54/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 14/96</u>	:	<u>HUMAN RESOURCES PRACTITIONER, (2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382.959 per annum (Level 7). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Provincial Service Centre: Polokwane, Ref No: 2025/57/OCJ Thohoyandou High Court, Ref No: 2025/58/OCJ
<u>REQUIREMENTS</u>	:	A three (3) years' Degree or National Diploma in HRM/ Public Administration/ Management or Equivalent Qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of two (2) years functional experience in Human Resource Management within the Public Service. Knowledge of Persal system. Shortlisted candidates will be required to submit Persal certificates/Results. Supervisory experience will be an added advantage. A

valid drivers' licence. Skills and Competencies: Computer literacy. Knowledge of the relevant Human Resource Management Legislations/ Directives. Good communication skills (written and verbal). Good interpersonal skills. Good administration and organizational skills. Customer Service Skills. Time management and Confidentiality. Supervisory and leadership skills. Ability to work under pressure.

DUTIES : Provide support to the implementation of recruitment and selection process, Identify and verify funded vacant posts, compile submission of request to advertise and commitment forms and submit to the delegated authority, quality assure maintenance of staff establishment, transfers, reference and background checks, render secretariat functions at interviews, absorptions. Provide support to Conditions of Services, Capture the appointment /service termination on PERSAL, compile submission of appointment and termination documents, supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing allowance, Medical aid, Injury on duty, leave discounting, long service recognition, overtime, relocation, pension, PILIR, allowances etc, Provide support to Performance Management and Development System Ensure all officials sign and submit performance agreements, annual assessment and mid-year review, verify data for outstanding PMDS documents and take remedial actions and compile a report, perform quality assurance on PMDS documents, facilitate pre-moderation meetings and take minutes, Facilitate appeals emanating from the moderation process. Supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, Manage leave of staff, Advise and lead supervisees with regard to all aspects of the work, Manage performance, conduct and discipline of employees, Address enquiries and provide advice and guidance on asset allocation and control. Render an effective filing and record management service. Ensure adequate filing system, File /store, trace (manually) and retrieve documents and files, ensure that the information inside the personal file is filed accordingly, Update filing database and records. Compile the WSP and co-ordinate the trainings with the Province.

ENQUIRIES : HR/Technical related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758
APPLICATIONS : can be via email to: 2025/55/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 14/97 : **ADMINISTRATION CLERK (DCRS), REF NO: 2025/ 59/OCJ**

SALARY : R228 321 - R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement

CENTRE : Labour And Labour Appeals Court Johannesburg
REQUIREMENTS : Grade 12 Certificate or equivalent national certificate with no experience required. Exposure in Court Related function will be an added advantage

DUTIES : Prepare court before court proceedings to test and operate recording equipment. Perform digital recording of court proceedings and ensure the integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, finance and supply Chain as required by the Judiciary, Court Manager and Supervisor. Computer literacy (MS Office). Good communication (verbal and written) Good interpersonal skills Good problem-solving skills. Accuracy and attention to detail. Ability to work under pressure. Customer service. Document management and operational knowledge of operating a DCRS/CRT machine.

ENQUIRIES : Technical enquiries: Ms T Nzimande 011 359 5718
 HR enquiries: Ms T Mbalekwa Tel No: 010 494 8515
APPLICATIONS : can be via email to: 2025/56/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.