

## OFFICE OF THE CHIEF JUSTICE

**APPLICATIONS**

: **Polokwane:** 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

**KwaZulu Natal/Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000

**Supreme Court of Appeal:** Bloemfontein: 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.

**Gauteng Division:** Pretoria 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.

**CLOSING DATE**

: 25 August 2023

**NOTE**

: 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. 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 initialled 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 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 country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. 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. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. 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 appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of 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 121 and more

specifically for the purpose of the position/vacancy you have applied for. In the event 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 Senior Law Researcher with Ref No: 2023/264/OCJ, State Accountant with Ref No: 2023/268/OCJ, Data Capture with Ref No: 2023/271/OCJ advertised on Public Service Vacancy Circular 26 28 July 2023 with a closing date of 14 August 2023 and Senior Court Interpreter with Ref No: 2023/250/OCJ advertised on Public Service Vacancy Circular 24 dated 14 July 2023 has been withdrawn. Apologies for any inconvenience caused.

#### **OTHER POSTS**

- POST 28/60** : **LIBRARIAN REF NO: 2023/285/OCJ**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court of Appeal: Bloemfontein
- REQUIREMENTS** : Matric certificate and a three (3) year National Diploma/Degree in Library Science, Information Science or related equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' relevant experience in library and information systems. Knowledge of library prescripts, legislation, procedures and processes. Experience in a legal/law library will serve as an added advantage. Skills and Competencies: Research and analytical skills; Communication skills (written and verbal); Computer literacy (MS Office); Ability to access and utilize computer research programmes; Planning and organizing; Accuracy and attention to detail; Interpersonal skills; Problem solving skills; Ability to work under pressure; Ability to work independently; Language proficiency.
- DUTIES** : Render an effective and efficient library and information service. Manage the library and information systems. Assist with book selection for the library and judges' chambers. Classify and catalogue library material. Render a reference and information service for the Supreme Court of Appeal library. Monitor the library budget and give inputs on the budget. Market and promote library services. Perform general administration and supervisory services.
- ENQUIRIES** : Technical Related Enquiries: Ms C.A Martin Tel No: (051) 492 4623  
HR Related Enquiries: Ms N. De La Rey Tel No: (051) 492 4523
- POST 28/61** : **SENIOR COURT INTERPRETER REF NO: 2023/286/OCJ**  
(Re advertisement candidate who previously applied are encouraged to re-apply)
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Limpopo Division of The High Court: Polokwane
- REQUIREMENTS** : Matric certificate and a three year National Diploma in Legal Interpreting Science or related equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of three (3) years practical, experience in Court Interpreting or Grade twelve (12) and ten (10) years, practical experience in Court Interpreting. Candidates will be required to undergo Oral Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer, literacy (MS Office). Good interpersonal relations. Ability to work under, pressure and solve problems. Accuracy and attention to detail. Customer, services. Planning and organising skills, Confidentiality. Analytical thinking, Listening skills. Ability to work independently, to be meticulous, to think logically, and to practice good time management. Languages Proficiency: English, Tshivenda, Xitsonga, Sepedi. Knowledge of either Shona, Isi-Zulu, Isi-Ndebele, Afrikaans or Setswana will be added advantage.
- DUTIES** : Render interpreting services in criminal court, civil court, labour and quasi judicial proceedings. Rendering interpreting services during consultations, Translate legal documents and exhibits. Assist with reconstruction of court

- records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
- ENQUIRIES** : Technical enquiries: Mr. Netshilulu MP Tel No (015) 495 1741  
HR related enquiries: Ms. Phadziri NP/ Ms. EM Ramaphakela Tel No: (015) 495 1743/1744
- POST 28/62** : **SENIOR COURT INTERPRETER REF NO: 2023/287/OCJ**  
(Re advertisement candidate who previously applied are encouraged to re-apply)
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division High Court Pretoria
- REQUIREMENTS** : Matric certificate and National Diploma in Legal Interpreting Science or related equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of three (3) years practical experience in Court Interpreting. Proficiency in English and two more indigenous languages (Afrikaans, Isizulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver's licence will be an added advantage. Knowledge of any foreign language and Sepulane will be an added advantage. Candidates will be required to undergo oral and written language proficiency testing. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal relation. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer services. Planning and organizing skills. Confidentiality. Analytical thinking. Listening skills. Ability to work independently, to be meticulous, to think logically and practice good time management.
- DUTIES** : Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor as and when it is required.
- ENQUIRIES** : Technical enquiries: Ms MS Malatji Tel No: (012) 315 7602  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 28/63** : **REGISTRAR REF NO: 2023/288/OCJ**  
(Re advertisement candidate who previously applied are encouraged to re-apply)
- SALARY** : R293 847 – R1 005 801 per annum (MR3 – MR5), (Salary will be in accordance with Occupation Specific Dispensation determination). Shortlisted candidates will be required to submit service certificate/s for determination of their experience the successful candidate will be required to sign a performance agreement.
- CENTRE** : KwaZulu-Natal Division of The High Court: Durban
- REQUIREMENTS** : LLB Degree or a four (4) year Legal qualification. A minimum of 2-years legal experience obtained after qualification. Superior Court or Litigation experience will be an added advantage. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession) Skills and Competencies: Excellent communication skills (verbal and written, Computer literacy. Numerical skills. Attention to detail. Planning. Organizing and Control. Problem solving and decision-making skills Customer service orientated. Interpersonal skills Conflict management Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines.
- DUTIES** : Co-ordination of Case Flow Management support services to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court proceedings. Manage the criminal and civil trials, motions, pre-trials, mental health, petition, appeal and review processes. Attending to all quasi-judicial functions namely, default judgment and taxations. Maintaining of criminal and civil record books. Authentication of documents for international use. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and

rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management Safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.

**ENQUIRIES**

: Technical Related Enquiries: Mrs K Marais at (087) 106 1780  
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206

**POST 28/64**

: **REGISTRAR'S CLERK REF NO: 2023/289/OCJ**

**SALARY**

: R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

: Supreme Court of Appeal: Bloemfontein

**REQUIREMENTS**

: Matric certificate or equivalent qualification plus 0-2 year's relevant experience. An understanding of appeal processes and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added advantage. Understanding of confidentiality in the public service. Skills and Competencies: Good administration and organizational skills. Excellent communication skills (verbal and written). Computer literacy. Good interpersonal and public relations skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail. Customer service orientated.

**DUTIES**

: Render efficient and effective support services to the court. Attend to all stakeholder enquiries and correspondence. Ensure proper filing and safekeeping of all court records. Proper administration and filing of appeals and applications for leave to appeal. Perform general administrative duties.

**ENQUIRES**

: Technical Related Enquiries: Ms C.A Martin Tel No: (051) 492 4623  
HR Related Enquiries: Ms N. De La Rey Tel No: (051) 492 4523