

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):** 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.
- Free State Provincial Service Centre/Free State Division of the High Court/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 Division of the High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Limpopo Provincial Service Centre:** 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.
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.
- Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaaitye Drive, Room B107, Kimberley.
- Eastern Cape:** 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.
- Gauteng Division of the High Court: 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.
- KwaZulu Natal Provincial Service Centre/Pietermaritzburg/Durban:** Quoting the relevant reference number, direct your application to: The Head: Office of the Chief Justice, Private Bag X54314, 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.

CLOSING DATE

: 22 November 2024

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

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.

MANAGEMENT ECHELON

- POST 41/42** : **CHIEF DIRECTOR: STRATEGY & SYSTEMS REF NO: 2024/189/OCJ**
- SALARY** : R1 436 022 - R1 716 933 per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Applicants must be in possession of a three-year Bachelor's degree (NQF Level 7) in Commerce/ Business Management/ Public Administration/ Public Management or equivalent qualification at NQF level 7 as recognized by SAQA. A post-graduate qualification (NQF Level 8) will be an added advantage. A minimum of 5 years' experience at Senior Management level in a Strategic Management environment. A valid driver's license. Successful completion of the Nyukela Public Service SMS pre-entry Programme (certificate) will be required prior to appointment. Knowledge: Knowledge of relevant legislations and prescripts in relation to Strategy and Service Delivery Planning. Knowledge of Treasury and PFMA Regulations, Extensive knowledge and experience in strategy formulation, strategic planning or management service capacity environment, A sound knowledge of public

finance legislation, Knowledge of Strategic Framework on Planning (APP & Strategic Plan), Statistical knowledge, Knowledge of Government prescripts, Public Finance Management Act, Public Service Act Public Service Regulation 2016, Public Service Transformation. Skills: Customer focus and responsiveness, Problem solving skills, Project management skills, Leadership skills, interviewing skills, Analytical skills, Report writing skills, Presentation skills, Planning and organizing skills, Computer literacy, (MS Office). Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management All shortlisted candidates shall undertake pre-entry assessments.

DUTIES : Develop and publish the OCJ Strategic Plans and Annual Performance Plan. Coordinate the development of operational plans by the Units within OCJ. Facilitate the implementation of the Operations Management Framework within the OCJ. Coordinate, develop and monitor the OCJ Service Delivery Improvement Plan. Coordinate, develop facilitate and monitor the OCJ APPs and Ops Plans development processes. Coordinate, develop and monitor the OCJ Service Delivery Charter and Service Standards. Roll-out the Customer Service Improvement Programme in Superior Courts. Develop and implement a departmental strategic planning policy. Implement Annual Performance Plans, operational plans and Oversee the Audit and Risk Management processes of the Directorate. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Chief Directorate in line with applicable legislation. Implement Annual Performance Plans, operational plans and Oversee the audit and Risk Management processes of the Chief Directorate.

ENQUIRIES : Technical related enquiries: Ms LP Mpe Tel No: (010) 493 2500
HR related enquiries: Mr SW Meko Tel No: (010) 493 2500

APPLICATIONS : Applications can be sent via email at Recruitment51@judiciary.org.za
NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. (Only when shortlisted)

POST 41/43 : **DIRECTOR: STRATEGY AND SERVICE DELIVERY PLANNING REF NO: 2024/190/OCJ**

SALARY : R1 216 824- – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand
REQUIREMENTS : Applicants must be in possession of a three-year Bachelor's degree (NQF Level 7) in Strategic Management/Public Administration or equivalent qualification at NQF level 7 as recognized by SAQA. A post-graduate qualification (NQF Level 8) will be an added advantage. Five years' appropriate experience in Senior/ Middle Management. Minimum of five (5) years' relevant experience in Strategy Management, Monitoring and Evaluation, Research and/ or Service Delivery Improvement. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. A valid driver's license. Technical Knowledge: Knowledge and understanding of the Public Finance Management Act. Government-wide Monitoring and Evaluation Framework. Treasury Regulations. Framework for Strategic Plans and Annual Performance Plans. Public Service Act and Regulations. Service Delivery Improvement prescripts. Batho Pele Principles. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct). All shortlisted candidates shall undertake pre-entry assessments.

DUTIES : Develop and publish the OCJ Strategic Plans and Annual Performance Plan. Coordinate the development of Operational Plans of the Units within OCJ. Facilitate the implementation of the Operations Management Framework within the OCJ. Coordinate, develop and monitor the OCJ Service Delivery Improvement Plan. Coordinate, develop and monitor the OCJ APPs and Ops Plans development processes. Coordinate, develop and monitor the OCJ Service Delivery Charter and Service Standards. Roll-out the Customer Service Improvement Programme in Superior Courts. Develop and implement a departmental strategic planning policy. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.

APPLICATIONS : Applications can be sent via email at Recruitment52@judiciary.org.za
ENQUIRIES : Technical related enquiries: Mr. Molefi Masilo Tel No: (010) 493 2500
HR related enquiries: Mr SW Meko Tel No: (010) 493 2500

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. (Only when shortlisted)

POST 41/44 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2024/191/OCJ**

SALARY : R1 216 824- – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand
REQUIREMENTS : Applicants must be in possession of a three-year Bachelor's degree / Advance Diploma (NQF Level 7) in Supply Chain Management/ Economics/ Finance/ Financial Management/ / Logistic/ Public Administration or relevant qualification at NQF level 7 as recognized by SAQA. A minimum of five (5) years' experience at a Middle Management level in Supply Chain Management environment. A valid driver's license. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Knowledge: Knowledge of supply chain management policies and procedures. Knowledge of budgeting and financial management, Programme and Project Management, Strategic Financial Management, Public Service Act 1994, Public Service Regulations 2016, National Treasury Regulations, Public Financial Management Act, Departmental Financial Instructions, Approved departmental delegation, Good understanding of departmental prescripts and frameworks (e.g. departmental codes: COIDA and BBEE, Batho Pele Principles. Skills: Financial management and interpersonal skills, Problem analysing, solving and planning skills, Supervisory and Management skills, Decision making and time management, Communication skills, Computer skills, Report writing skills, Research and planning skills. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. All shortlisted candidates shall undertake pre-entry assessments.

DUTIES : Develop, manage and monitor the, implementation of supply chain management internal policies, systems and processes, Manage and monitor the implementation of supply chain management policies, Manage and identify preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives, Develop and manage the demand and acquisition process. Review, develop and implement the supply chain management strategy, policies and procedure. Ensure awareness on approved supply chain management process. Manage and monitor internal units with regards to demand and acquisition of goods and services. Manage the contract management services. Manage and monitor demand, acquisition, logistics and supply chain performance services. Manage the administration of the bid

process. Manage the provision of supply and logistics management services. Develop, manage and maintain logistical information and supply chain management performance of the OCJ. Manage the implementation of the acquisition, logistic, and contract management policies, processes and procedures, Manage logistics and disposal management policies processes and procedures, Provide strategic and annual supply chain logistics and disposal management planning, Monitor procurement performance and compliance services. Ensure that all procurement is in compliance with the supply chain management policies and procedures of the OCJ. Align procurement plan, policies and strategies with the annual budget. Ensure that the receipt of goods and services are submitted to finance department for processing. Oversee the development, maintenance and utilisation of the central supplier database. Manage the Directorate, Maintenance of discipline, Management of performance and development, Oversee Human Resource and other related administrative functions, Manage the implementation and maintain efficient and effective communication arrangements, Develop and manage the operational plan of the sub-directorate and report on progress as required, Manage the implementation and maintain processes to ensure proper control of work, Serve on transverse task teams as required, Manage procurement and asset management for the directorate. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.

- ENQUIRIES** : Technical related enquiries: Tel No: (010) 493 2589
- APPLICATIONS** : HR related enquiries: Mr SW Meko Tel No: (010) 493 2500
- NOTE** : Applications can be sent via email at Recruitment53@judiciary.org.za
- OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. (Only when shortlisted)

- POST 41/45** : **DIRECTOR INTERNAL AUDIT REF NO: 2024/192/OCJ**

- SALARY** : R1 216 824- – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : National Office: Midrand
- Applicants must be in possession of a three-year Bachelor's degree (NQF Level 7) in Auditing / Internal Audit and Accounting/ or equivalent relevant qualification at NQF level 7 as recognized by SAQA. A minimum of five (.5) years' internal audit / audit experience at middle management level. A valid driver's license. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Skills and Competencies: Knowledge of internal audit, accounting principles and business process review. Knowledge of standards for Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors. Application of Audit Technology. Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations. Strategic Capability and Leadership Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Self –driven and ability to meet deadlines. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. All shortlisted candidates shall undertake pre-entry assessments.

- DUTIES** : Draft and contribute in the development of the Internal Audit strategy, Performance Plans, Risk-based strategic plan, Audit policies and methodology. Manage the implementation of the Internal Audit Strategy, Policies and Methodology. Direct and manage the execution of risk-based audit projects including Financial, Performance, Governance, Compliance, IT and Forensic

investigation services. Managing the internal audit processes, review audit engagement letters, working papers and reports while ensuring quality and compliance with regulations, policies and standards. Manage the follow up processes to ensure implementation of corrective actions to address audit findings. Provide support to the CAE and secretariat services to the Audit and Risk Committee. Ensure effective and efficient utilization of resources allocated to the Unit. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.

ENQUIRIES

: Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500
 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771

APPLICATIONS NOTE

: Applications can be sent via email at Recruitment54@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. (Only when shortlisted)

POST 41/46

: **DIRECTOR: COURT OPERATIONS REF NO: 2024/ 193/OCJ**

SALARY

: R1 216 824- – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS

: Gauteng Provincial Service Centre
 : Applicants must be in possession of a three-year Bachelor's Degree or Advanced Diploma (NQF Level 7) in Management, Social Sciences, Public Administration, Public Management or an equivalent qualification at NQF level 7 as recognized by SAQA. An LLB Degree qualification will be an added advantage. A minimum of five (5) years' experience at middle/senior management level. A valid driver's license. Relevant work experience in the field of law, court administration or operations management environment will be an added advantage. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Technical Knowledge Competencies: Public Service Act, 1994; Public Service Regulations, 2016; Basic Conditions of Employment Act, 1997; Labour Relations Act, 1995; Treasury Regulations, 2022; Public Financial Management Act, 1999; Departmental Financial Instructions; Approved departmental delegation and a good understanding of departmental prescripts, policies and frameworks (e.g. departmental codes). Behavioural Competencies: Strategic Capabilities and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication Skills (written and verbal); People Management and Empowerment; Client Orientation and Customer Focus; Honesty and Integrity. All shortlisted candidates shall undertake pre-entry assessments.

DUTIES

: Manage administrative support to courts in the Division of the High Court and Specialized Court (Land Claims and Labour and Labour Appeals Court); Manage the provisioning of library and research; Manage case and courts records; Manage quality assurance and auxiliary services; Manage, monitor and evaluate the functioning of courts in the division of the High Court and Specialized Courts (Land Claims and Labour and Labour Appeals Court) and Manage the utilization of resources. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.

ENQUIRIES

: Technical enquiries: ADV W Lambley Tel No: (010) 493 2561
 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS NOTE

: Applications can be sent via email at Recruitment55@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the

following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. (Only when shortlisted)

OTHER POSTS

- POST 41/47** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 2024/194/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 REQUIREMENTS** : Free State Provincial Service Centre
Applicants must be in possession of a three (3) year National Diploma/Bachelor Degree (NQF level 6/7) in Finance and/or Accounting, Auditing or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of five (5) years' relevant experience of which three (3) years must be at Assistant Director level (must be clearly indicated in CV). Knowledge of GRAP/GAAP, financial management and accounting. Sound track record in financial accounting in the public service or entities. Knowledge of the Public Finance Management Act and National Treasury Regulations. Knowledge of financial and operational prescripts that govern the department and public sector. Knowledge of transversal systems used in the public service e.g. BAS, PERSAL and JYP or LOGIS (courses attended must be clearly indicated in CV). Knowledge of budgeting of the Vote Account. Knowledge of budgeting. Knowledge of payroll and the basic conditions of service. A valid driver's license. Skills and Competencies: Computer literacy (Microsoft Office). Communication skills (written and verbal). Problem solving and decision-making skills. Ability to work under pressure and meet deadlines. Numerical, analytical and reporting skills. Assertiveness, accuracy and attention to detail. All shortlisted candidates shall undertake two compulsory pre-entry assessments. One will be a practical exercise based on the post's technical and general requirements and the second an assessment on integrity (ethical conduct). All shortlisted candidates shall undertake two compulsory pre-entry assessments. One will be a practical exercise based on the post's technical and general requirements and the second an assessment on integrity (ethical conduct).
- DUTIES** : Advice and assist the provincial head in the exercise of powers, functions and delegations. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure compliance with best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Prepare financial statements. Facilitate internal and external audits. Manage bookkeeping and financial quality control services. Establish and maintain effective, efficient and transparent systems and internal controls. Determine the long-term direction of provincial finance services and relate these to present and future strategic goals. Manage and direct the section's staff and budget. Manage supply chain management and procurement processes. Manage assets and disposal processes.
- ENQUIRIES** : Technical related enquiries: Mr. L.J Kolosa Tel No: (051) 492 4540
HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4585
- APPLICATIONS NOTE** : Applications can be sent via email at Recruitment56@judiciary.org.za
The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 41/48** : **CHIEF REGISTRAR REF NO: 2024/195/OCJ**
(Re-Advertisement, Candidate who previously applied are encouraged to re-apply)
- SALARY** : R556 356 - R1 314 666 per annum, (MR6), (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 REQUIREMENTS** : Northern Cape Division of The High Court: Kimberley
Applicants must be in possession of a LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of eight (8) years' experience as a Registrar. Computer literacy, Leadership and managerial experience. A valid driver's license. All shortlisted candidates shall undertake pre-entry assessment. Skills and Competencies: Excellent communication skills (verbal and written). Numerical skills. Technical expertise. Attention to detail. Planning,

organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics and motivation. Self-management. Professional appearance and conduct.

- 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 input on amendments of court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the High Court. 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. Managing Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the 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. Manage the performance of Registrars.
- ENQUIRIES** : Technical enquiries: Adv D Plaatjies Tel No: (053) 492 3522
HR enquiries: MS L Wymers Tel No: (053) 492 3533
- APPLICATIONS** : Applications can be sent via email at Recruitment57@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 41/49 : **STATISTICIAN REF NO: 2024/197/OCJ**

SALARY : R444 036 - R523 056 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape Division of The High Court: Mthatha

REQUIREMENTS : Applicants must be in possession of a three year national Diploma /Degree (NQF level 6/7) in Statistics or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. qualification. A minimum of three years of experience in a statistical/data collection environment is required. A valid driver's license. Skills and Competencies: Knowledge of relevant policies and strategies related to statistics, Proficiency in statistical analysis and reporting •Strong analytical and communication skills Problem-solving and motivational abilities. Presentation and facilitation skills, Computer literacy particularly in MS Office, Excellent interpersonal skills, maintaining professionalism at all times Attention to detail and the ability to work under pressure, Self-motivated with patience and self-control. All shortlisted candidates shall undertake pre-entry assessment.

DUTIES : Manage and administer data collection on court processes, ensuring accuracy and reliability. Identify data requirements and collate data using uniform tools as requested. Maintain databases and input data into reporting tools, liaising with information sources as necessary. Identify training needs and conduct information sessions and training Perform follow-up activities to verify and clean data before processing. Analyse and report on the court's monthly, quarterly, and annual statistics. Ensure compliance with relevant codes and legislation when handling files. Prepare and present cases for audit purposes and manage the staff component related to these functions.

ENQUIRIES : Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

APPLICATIONS : Applications can be sent via email at Recruitment58@judiciary.org.za

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

POST 41/50 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 2024/198/OCJ**

SALARY : R444 036 - R523 056 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants must be in possession of a three-year National Diploma/Degree (NQF level 6/7) in Financial Accounting/ Financial Management/Cost

Management or Cost Accounting at (NQF level 6 with 360 credits) or equivalent qualifications at NQF level 6 equivalent with 360 credits as recognized by SAQA. A minimum of three 3 years' experience in Asset Management at a supervisory level. A valid driver's license. Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Asset Management Framework, Modified Cash Accounting Standards. Knowledge of the procurement directives and procedures. Computer literacy. Communication skills, both written and verbal. Ability to work in a team. Planning and organizing skills. Independent and focused. Problem solving, decision making and Innovative. Extensive travelling is required. All shortlisted candidates shall undertake pre-entry assessment.

- DUTIES** : Assist with the design and implementation of an internal control system for departmental owned and leased assets. Ensure maintenance of the Asset Register (included leased assets) and ensure compliance to PFMA, Treasury Regulations, Modified Cash Accounting Standards, and other prescripts. Assist with the design and implementation of asset management policies and procedures. Address management assertions (completeness, existence, rights, valuations, presentation and disclosure). Ensure capitalization, derecognition, and all other accounting for assets (including leased assets and disposed assets is in compliance with the Modified Cash Accounting Standards. Ensure that expenditure for assets has been correctly classified. Assist with the development of strategies to coordinate physical verification activities in order to provide status information around the existence and condition of assets (including leased assets). Monitor and evaluate compliance of policies and processes. Facilitate the management of verification process on assets (including leased assets). Control, monitor and evaluate the asset register to be up-to date. Facilitate the disposal of assets across the Department in line with policy directives. Assist in resolving audit queries and ensure completeness and accuracy. Guide and assist Courts with assets management & disposal related enquiries. Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff. Assist the Director: Asset Management to carry out delegated functions.
- ENQUIRIES** : Technical Related Enquiries Mr O Gaeadingwe Tel No: (010) 493 2905
HR Related Enquiries Mr. A Khadambi Tel No: (010) 493 2500
- APPLICATIONS** : Applications can be sent via email at Recruitment59@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 41/51 : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: 2024/199/OCJ**

SALARY : R444 036 - R523 056 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants must be in possession of a three (3) year National Diploma/ Degree (NQF level 6/7) in Strategic Management/ Public Management/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA, A minimum of three (3) years' experience in the relevant field. A valid driver's license, Skills and Competencies: Knowledge and experience in the application of the provisions of the relevant legislation in the Public Service, Policy analysis and development, Project management, Knowledge Management, Business process modelling, Computer literacy, Good communication skills, Financial Management skills Analytical Skills, Decision making, Problem solving and analysis skills, Communication skills (verbal & written), Presentation skills, Strategic Planning skills, Strategic capability and leadership skills. All shortlisted candidates shall undertake pre-entry assessment.

DUTIES : Assist in facilitating and coordinating the process for the development of the departmental Strategic Plans, Annual Performance Plans and Operational Plans. Conduct Research for the development of the Situational Analysis for the OCJ. Assist in the development of the departmental Annual, Mid-Term and End-Term Reports. Compile the Strategy and Service Delivery Planning Unit's Monthly and Quarterly Performance Reports including Expenditure Reports. Manage assets of the Strategy and Service Delivery Planning Unit in line with relevant Assets Management Policies. Supervise and coordinate the Performance Management Development Systems (PMDS) of all administration staff within the Strategy and Service Delivery Planning Unit. Provide ad-hoc administrative support to the Chief Directorate: Strategy & Systems.

- ENQUIRIES** : Technical related enquiries: Mr Molefi Masilo Tel No: (010) 493 2500 HR related enquiries
- APPLICATIONS** : Technical/HR related enquiries: Ms N Naidoo Tel No: (031) 493 1723
- NOTE** : Applications can be sent via email at Recruitment60@judiciary.org.za
- : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 41/52** : **ASSISTANT DIRECTOR: COURT INTERPRETING REF NO: 2024/200/OCJ**
- SALARY** : R444 036 - R523 056 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Provincial Service Centre: Johannesburg
- : Applicants must be in possession of a three (3)-year National Diploma/Degree (NQF level 6/7) in Legal Interpreting or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience at a supervisory level (Principal Interpreter). A driver's license. Skills and Competencies: People Management, Full command of Languages, Knowledge of Court Procedures, Cultural diversity, Knowledge of Public Services, Legislation, Prescripts and Regulations, Communication skills (verbal and writing), Listening skills, Interpersonal skills, Time management, Computer literacy (MS Office), Analytical thinking, Problem solving, Planning and organizing, Ability to work under pressure. All shortlisted candidates shall undertake pre-entry assessment.
- DUTIES** : Manage legal interpreting, language services and stakeholder relations in the Cluster. Develop and manage the business plan for the Cluster. Manage special projects of legal interpreting and language services activities. Manage training and developing of Court Interpreters, Supervise and develop staff.
- ENQUIRIES** : Technical/HR related enquiries: Ms T Mbalekwa Tel No: (010) 493 8515
- APPLICATIONS** : Applications can be sent via email at Recruitment61@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 41/53** : **ASSISTANT DIRECTOR: IT AUDIT & DATA ANALYTICS REF NO: 2024/201/OCJ**
- SALARY** : R444 036 - R523 056 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
- : Applicants must be in possession of a three-year National Diploma/Degree in Computer Science/ Accounting/ Auditing or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of three (3) years' experience in the Internal Audit environment. Experience in information technology (IT) audits will be an added advantage, A valid driver's license, Skills and competencies: Knowledge of DPSA ICT and Governance Framework, Control Objectives for Information and Related Technology (COBIT), National Institute of Standards and Technology (NIST), Information Technology Infrastructure Library (ITIL), Ability to use Data Analysis Applications and Computer Assisted Audit Techniques (CAATs). Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations, Problem solving and Analysis. Supervisory Skills. Analytical Thinking. Self-driven and ability to meet deadlines. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. All shortlisted candidates shall undertake pre-entry assessment.
- DUTIES** : Participate in the development of strategic internal audit plan and annual internal audit plans. Conduct IT Audit project planning, business process reviews, execution, project supervision and reporting. Use of data analytics tools. Supervise the planning and execution of audit projects. Compile reports on audit findings and make recommendations thereof. Ensure follow-up on the implementation of management action plans for reports issued. Assist with management of the Internal Audit technology and Data Analytics Tools. Engagement with IT, System and Data Owners as well as the Administrators. Data analytics, collating and reporting of data on monthly and quarterly basis to Management and for each audit project. Keep abreast with new developments in the internal audit environment. Supervise and develop staff. Render administrative tasks in support of audits.
- ENQUIRIES** : Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500
- : HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771

- APPLICATIONS** : Applications can be sent via email at Recruitment62@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 41/54** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2024/202/OCJ**
- SALARY** : R444 036 - R523 056 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Applicants must be in possession of a three (3) year National Diploma/Degree (NQF level 6/7) in Internal Audit/ Auditing/ Accounting or equivalent relevant qualification at (NQF level 6) with 630 credits as recognised by SAQA. A minimum of three (3) years' experience in the relevant field. A valid driver's license. Skills and Competencies: Knowledge of internal audit, accounting principles and business process review. Knowledge of standards for Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors. Application of Audit Technology. Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations, Problem solving and Analysis. Supervisory Skills. Analytical Thinking. Self-driven and ability to meet deadlines. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. All shortlisted candidates shall undertake pre-entry assessment.
- DUTIES** : Participate in the development of strategic internal audit plan and annual internal audit plans. Conduct audit project planning, business process reviews, execution, project supervision and reporting. Supervise the planning and execution of audit projects. Compile reports on audit findings and make recommendations thereof. Ensure follow-up on the implementation of management action plans for reports issued. Maintain efficient and effective controls by achieving the department's internal audit objectives. Keep abreast with new developments in the internal audit environment. Supervise and develop internal auditors. Render administrative tasks in support of audits.
- ENQUIRIES** : Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500
HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771
- APPLICATIONS** : Applications can be sent via email at Recruitment63@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity