

## 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*

**APPLICATIONS**

- : **National Office Midrand/Constitutional Court: Braamfontein:** 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:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- : **Gauteng Division of High Court: Johannesburg/Pretoria/Land Claims Court Randburg:** 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**  
**NOTE**

- : 19 June 2023
- : 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 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 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 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 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 Following posts have been withdrawn: Senior Court Interpreter with Ref No: 2023/172 /OCJ advertised on Public Service Vacancy Circular 13 dated 14 April 2023 with a closing date 02 May 2023. Accounting Clerk with Ref No: 2023/187 /OCJ Advertised on Public Service Vacancy Circular 15 dated 05 May 2023 with a closing date of 19 May 2023.

#### OTHER POSTS

**POST 19/52** : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: 2023/217/OCJ**

**SALARY** : R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Free State Provincial Service Centre

**REQUIREMENTS** : Matric Certificate and a three (3) year National Diploma/Bachelor Degree in Security Management or Security Risk Management (NQF level 6). A minimum of three (3) years' supervisory experience in the security or risk management environment. Grade A/B PSIRA Certificate. A valid driver's license. Sound knowledge of PAIA, MISS, OHSA, POPIA, Access to Public Premises and Vehicles Act, and other relevant security and risk management legislation. Completion of the SSA Security Management Course will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office). Communication skills (verbal and written). Administration and organisational skills. Interpersonal skills. Ability to meet strict deadlines and to work under pressure. Willingness to travel and work outside normal working hours. Report writing skills.

**DUTIES** : Assist in the management of the total security function (personnel, document, physical assets, contingency planning and security planning) of the Office of the Chief Justice and linked institutions. Implement the OCJ's Security and Risk Management policies. Development and implementation of security and risk management procedural guidelines. Evaluation and optimization of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Interaction with security-related and relevant authorities including government departments (State Security Agency, SAPS, Comsec, DOJCD, etc.). Manage the private security service provider and ensure compliance with the applicable service level agreement(s). Facilitate internal and external audits and ensure that the office is audit ready with regard to security and risk management matters.

**ENQUIRIES** : Technical Related Enquiries: Mr. P.J Soke Tel No: (051) 492 4523  
HR Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4523

<b><u>POST 19/53</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: JUDICIAL REMUNERATION AND CONDITIONS OF SERVICE REF NO: 2023/218/OCJ</u></b>
<b><u>SALARY</u></b>	:	R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Pretoria
	:	Matric Certificate and a three year National Diploma/Degree or a Bachelor's degree (NQF level 7) in Public Administration Management as an added advantage. Skills and Competencies: Constitution of South Africa Act 108 of 1996, The Judges Remunerations and Conditions of Employment Act 47 of 1996, Regulation for Judges and the Superior Courts Act 10 of 2013.
<b><u>DUTIES</u></b>	:	Facilitate the appointment of acting and permanent Judges; Administer leave of Judges in active service; Facilitate the procurement of motor vehicles for Judges in active service; Facilitate the payment of gratuities to Judges in active service, discharged Judges and surviving spouses of Judges; Manage the payment of Judges' salaries for acting Judge, permanent Judges, discharge Judges and surviving spouses of Judges. E-Judiciary Solution for Judges. Compilation of statistics and reporting, Managing Staff and comply with HR policies.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms Cloudine Schubart Tel No: 012-357 8096 HR Related Enquiries: Mr A Khadambi Tel No: 010 493 2527
<b><u>POST 19/54</u></b>	:	<b><u>SENIOR COURT INTERPRETER REF NO: 2023/222/OCJ (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Division of The High Court: Johannesburg
	:	Matric Certificate and a three year National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade 12 and ten (10) year's practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, IsiZulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver's license 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. Skills and Competencies: 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.
<b><u>DUTIES</u></b>	:	Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting service during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coinwords. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms S Letlaka Tel No: (010) 494 8402 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>POST 19/55</u></b>	:	<b><u>JUDGE'S SECRETARY REF NO: 2023/223/OCJ (X2 POSTS)</u></b> (3-Year Contract)
<b><u>SALARY</u></b>	:	R294 321 – R343 815 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Division of The High Court: Johannesburg
	:	Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test.
<b><u>DUTIES</u></b>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To

ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved *via* e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5<sup>th</sup> of every month to the Transport Officer. To ensure that the car is booked for both maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judges library are attended to. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms S Letlaka Tel No: (012) 494 8486 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>POST 19/56</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: 2023/227/OCJ</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand (SAJEI) Matric certificate and a Secretarial Diploma or equivalent qualification. Minimum of three (3) years' experience in rendering a support service to Senior Managers. Secretarial qualification on NQF 6 will serve as an added advantage. Knowledge and understanding of the relevant legislation/policies/prescripts and procedures governing the Public Service. Basic Knowledge of procurement policy and processes. Skills and Competencies: Good communication, Planning and organising skills, Good telephone etiquette, Good people skills, high level of reliability, able to pay attention to detail and meet deadlines, Proven Computer Literacy, including MS Word & MS Excel, Ability to act with tact and discretion, Self-management and motivation. Willingness to work after hours where required.
<b><u>DUTIES</u></b>	:	Provide a secretarial/receptionist support service to the senior manager, Render administrative support services, Provide support to the senior manager regarding event coordination, meetings, workshops and conferences, Support the senior manager with the administration of the budget, study the relevant Public Service and Departmental prescripts/policies and other documents to ensure effective and efficient support to the Chief Director.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Dr S. Govender Tel No: (010) 493 2617 HR related enquiries: Ms S Tshidino Tel No: (010) 492 2500/28

<b><u>POST 19/57</u></b>	:	<b><u>REGISTRAR REF NO: 2023/219/OCJ</u></b>
<b><u>SALARY</u></b>	:	R293 847 – R1 005 801 per annum. (MR3 – MR5, Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Free State Division of The High Court
	:	Matric certificate and an LLB Degree or a four (4) year legal qualification. A minimum of three (3) years' legal experience obtained post-qualification. Superior court or litigation experience will be an added advantage. A valid driver's license. <b>(MR3</b> - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. <b>MR4</b> - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. <b>MR5</b> - 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). Planning and organising, problem solving and numerical skills. Attention to details. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.
<b><u>DUTIES</u></b>	:	Coordinate case flow management and support processes to the judiciary. Comply with court rules and all relevant prescripts. Handle taxation as Taxing Master and quasi-judicial functions. Manage the issuing of all processes and initiating court proceedings. Coordinate appeals and reviews (civil and criminal). Process and grant judgments by default. Quality assurance of criminal record books. Attend to and execute requests from the judiciary in connection with cases and case related matters. Issue/sign court orders and letters to attorneys/litigants on behalf of the Court. Authenticate signatures of legal practitioners, notaries and sworn translators. Process unopposed divorces and facilitation of pre-trial conferences. Keep/check and analyse the court's monthly, quarterly and annual statistics and the submission thereof. Exercise control over the management and safekeeping of case records and the records room. Deal with files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Monitor the functionality of the court recording system. Notify relevant managers regarding needs for translation/transcripts of cases. Attend/oversee to general public queries and correspondences. Manage performance in terms of the Annual Performance Plan. Handling of urgent applications during working hours, after-hours, weekends and public holidays. Attend to office management, planning and organising. Manage/supervise staff.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Mr. S.P Mathibeli Tel No: (051) 492 4523 HR Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4523
<b><u>POST 19/58</u></b>	:	<b><u>REGISTRAR REF NO: 2023/220/OCJ</u></b>
<b><u>SALARY</u></b>	:	R293 847 – R1 005 801 per annum. (MR3 – MR5, Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Division of The High Court Pretoria
	:	Matric certificate and an LLB Degree or a four (4) year legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. A valid driver's license. <b>(MR3</b> - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. <b>MR4</b> - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. <b>MR5</b> - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession).
<b><u>DUTIES</u></b>	:	Co-ordination of case-flow management and support services to the Judiciary and Prosecution. Performance of quasi-judicial functions in terms of the uniform rules of court. Manage the issuing of all processes initiating Court proceedings. Co-ordination of appeals and reviews. Facilitation of pre-trial conferences, processing of applications for hearing dates and trial dates in line with case-flow management standards. Quality checks on Criminal record books. Authenticate signatures of legal practitioners, notaries and sworn translators. Supervision and management of staff. Provide practical training and assistance to the Registrar 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 and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation. Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organising 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 deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms T Ledwaba Tel No: (012) 492 6694 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>POST 19/59</u></b>	:	<b><u>REGISTRAR REF NO: 2023/221/OCJ</u></b>
<b><u>SALARY</u></b>	:	R293 847 – R1 005 801 per annum, ( <b>MR3 –MR5</b> ), Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Land Claims Court (Randburg)
	:	Matric certificate and an LLB Degree or a four (4) year Legal qualification or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' legal experience obtained after qualification. ( <b>MR3</b> - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. <b>MR4</b> - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. <b>MR5</b> - 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. Results driven. Honesty/Trustworthy. Observance of confidentiality.
<b><u>DUTIES</u></b>	:	Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes and the Court Proceedings until finalization. Co-ordinate court operations including interpreting services. Co-ordinate civil. Process opposed and unopposed applications. Facilitation of Pre-Trial conferences. Quality checks on Civil matters. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks and Judge' Secretaries. Knowledge of and adherence to policies. 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. Support to the legal fraternity and public. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation. Perform Quasi-Judicial functions and record-keeping thereof.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 5392 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>POST 19/60</u></b>	:	<b><u>ACCOUNTING CLERK REF NO: 2023/224/OCJ</u></b>
<b><u>SALARY</u></b>	:	R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Constitutional Court: Braamfontein
	:	Matric certificate with Accounting as a passed subject. National Diploma in Accounting/Financial Management or equivalent will serve as an advantage. 1 year experience in finance will be an added advantage. Generic competencies: Problem solving, organizing, client orientation and customer focus. Having communication skills both written and verbal is vital. Having attention to detail is essential. Applicant must have initiatives skills and be flexible. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, Knowledge of Travel and subsistence, Basic Accounting System (BAS). The applicant must be computer literate especially in MS Excel and MS Office.

<b><u>DUTIES</u></b>	:	Preparing and capturing sundry payments. Ensuring that invoices are paid within 30 days. Compiling receipts batches and capturing them on BAS. Handle petty cash and revenue management in line with PFMA and TR regulation. Generating BAS reports. Proper filling of physical payments and receipts batches for audit purpose. Maintaining all registers. Processing S&T and cell phone claims. (Submit an additional attachment for more information).
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Mziayifani Ngonyama Tel No: (011) 359 7590 HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527
<b><u>POST 19/61</u></b>	:	<b><u>TELECOM OPERATOR REF NO: 2023/225/OCJ</u></b>
<b><u>SALARY</u></b>	:	R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Constitutional Court: Braamfontein
	:	Matric certificate. Basic Computer Certificate will serve as an advantage. 1 years' experience in administration will be an added advantage. Generic competencies: Problem solving, organizing, client orientation, conflict management skills and customer focus. Having communication skills both written and verbal is vital. Having attention to detail is essential. Sound Telephone Etiquette. Applicant must have initiatives skills and be flexible. Technical competencies: Knowledge of Office of the Chief Justice Legislation and operations will be an advantage. People with disability are encouraged to apply.
<b><u>DUTIES</u></b>	:	Provide a switchboard service to all clients. Answer, transfer and direct incoming calls in a timely manner using an updated telephone list. Updated with daily activities and Office of the Chief Justice Policy and procedures to respond to the clients. Update, maintain accurate contacts and information list of services, departments, staff members and application requirements. Report faults on telephone lines to the Information Services unit within the Department. Attend to emergency/high priority calls and forward calls to relevant business units or send the message through emails. Assist with any telephone related duties required by management. Provide highest level of prompt and friendly response related to switchboard queries. Facilitate courier services.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Mr. M Nonyama Tel No: (011) 359 7590 HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527
<b><u>POST 19/62</u></b>	:	<b><u>ADMINISTRATION CLERK: ASSEST REF NO: 2023/228/OCJ (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Western Cape Division of The High Court
	:	Matric certificate with Accounting as a passed subject. National Diploma in Accounting/Financial Management or equivalent will serve as an advantage. 1 years' experience in finance will be an added advantage. Generic competencies: Problem solving, organizing, client orientation and customer focus. Having communication skills both written and verbal is vital. Having attention to detail is essential. Applicant must have initiatives skills and be flexible. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, Knowledge of Travel and subsistence, Basic Accounting System (BAS). The applicant must be computer literate especially in MS Excel and MS Office.
<b><u>DUTIES</u></b>	:	Preparing and capturing sundry payments. Ensuring that invoices are paid within 30 days. Compiling receipts batches and capturing them on BAS. Handle petty cash and revenue management in line with PFMA and TR regulation. Generating BAS reports. Proper filling of physical payments and receipts batches for audit purpose. Maintaining all registers. Processing S&T and cell phone claims. (Submit an additional attachment for more information):
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Mr Tel No: Mziayifani Ngonyama Tel No: (011) 359 7590 HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527
<b><u>POST 19/63</u></b>	:	<b><u>FOOD SERVICE AID REF NO: 2023/226/OCJ</u></b> (1-Year Renewable Contract)
<b><u>SALARY</u></b>	:	R147 036 – R170 598 per annum, plus 37% in lieu of benefits. The successful candidate will be expected to enter into an employment contract and a performance agreement within three (3) months of appointment.

<b><u>CENTRE REQUIREMENTS</u></b>	: Constitutional Court, Braamfontein, Johannesburg
	: Adult Basic Education and Training Course Level 4/ Grade 10. Two (2) years appropriate experience and relevant knowledge as a Food Aid. Relevant Hospitality Degree or Diploma, preferred qualification, National Diploma in Cookery and previous experience in the hospitality environment will serve as an advantage. Skills and Competencies: Good communication skills (verbal and listening), must be highly responsible with good work ethic and respect for confidentiality. Strong background in hazard analysis critical control point (HACCP) procedures and application. Knowledge of food safety and Occupational Health and Safety. Willing to work overtime in line with Public Service prescripts.
<b><u>DUTIES</u></b>	: Prepare food, snacks and beverages (water, tea, coffee, milk, sugar and cold drinks). Provide catering services. Serve food and beverages. Ensure that the dining area is clean, tables are clean, neat and set. Clean kitchen utensils and equipment. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Setup and convey crockery, cutlery and equipment to dining areas. Removal of garbage disposal. Ensure safekeeping of office/storeroom keys and responsible for food supplies and report waste and losses (damages and theft). Rendering laundry services by washing, drying and ironing for the occupants of the Official Residence. Perform any other duty assigned by the Supervisor in line with applicable prescripts.
<b><u>ENQUIRIES</u></b>	: Technical Related Enquiries: Mr M Ngonyama Tel No: (011) 359 7590 HR Related Enquiries: Ms S Tshidino / Mr K Mphela/ Mr A Khadambi Tel No: (010) 493 2500/2578/2528
<b><u>POST 19/64</u></b>	: <b><u>FOOD SERVICE AID REF NO: 2023/229/OCJ</u></b>
<b><u>SALARY</u></b>	: R147 036 – R170 598 per annum, plus 37% in lieu of benefits. The successful candidate will be expected to enter into an employment contract and a performance agreement within three (3) months of appointment.
<b><u>CENTRE REQUIREMENTS</u></b>	: Western Cape Division of The High Court
	: Adult Basic Education and Training Course Level 4/ Grade 10. Two (2) years appropriate experience and relevant knowledge as a Food Aid. Relevant Hospitality Degree or Diploma, preferred qualification, National Diploma in Cookery and previous experience in the hospitality environment will serve as an advantage. Skills and Competencies: Good communication skills (verbal and listening), must be highly responsible with good work ethic and respect for confidentiality. Strong background in hazard analysis critical control point (HACCP) procedures and application. Knowledge of food safety and Occupational Health and Safety. Willing to work overtime in line with Public Service prescripts.
<b><u>DUTIES</u></b>	: Prepare food, snacks and beverages (water, tea, coffee, milk, sugar and cold drinks). Provide catering services. Serve food and beverages. Ensure that the dining area is clean, tables are clean, neat and set. Clean kitchen utensils and equipment. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Setup and convey crockery, cutlery and equipment to dining areas. Removal of garbage disposal. Ensure safekeeping of office/storeroom keys and responsible for food supplies and report waste and losses (damages and theft). Rendering laundry services by washing, drying and ironing for the occupants of the Official Residence. Perform any other duty assigned by the Supervisor in line with applicable prescripts.
<b><u>ENQUIRIES</u></b>	: Technical Related Enquiries: Mr M Ngonyama Tel No: (011) 359 7590 HR Related Enquiries: Ms S Tshidino / Mr K Mphela/ Mr A Khadambi Tel No: (010) 493 2500/2578/2528