



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 02 OF 2024

DATE ISSUED 19 JANUARY 2024

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and 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.

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

- APPLICATIONS** : Independent Police Investigative Directorate, National Office, Private Bag X941, Pretoria, 0002 or hand deliver Benstra Building, 473 Stanza Bopape and Church Street, Arcadia Pretoria, 0001
- CLOSING DATE** : 02 February 2024
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on applications but must submit Z83 and a detailed Curriculum Vitae. Applications quoting the correct reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application form (old Z83) will not be considered. Each application for employment form must be fully completed, signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated, comprehensive CV as well as a fully completed and initialled new signed Z83 (Section A, B, C & D are compulsory and section E, F and G are not compulsory if CV it is attached). However, the question related to conditions that prevent re-appointment under Part-F must be answered. Non-RSA Citizens/Permanent Resident Permit Should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). All shortlisted candidates for 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 panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. Furthermore, the requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which will be applicable for appointments at SMS level. Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Due to the large number of applications we envisage to receive, applications will not be acknowledged, if you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to short-listed candidates only. Therefore, only shortlisted candidate for the post will be required to submit the documents on or before the date of the interview. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security vetting process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan. Note: The Independent Police Investigative Directorate reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ENCHELON

<u>POST 02/01</u>	:	<u>DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: Q9/2024/01</u>
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive package which includes the basic salary that consists of 70% of the inclusive flexible remuneration package).
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria An undergraduate qualification (NQF Level 7) in Safety, Physical Security, Security/Vetting Management and related fields. 5 Years managerial (Middle or Senior Management Services) experience in the field of Safety, Physical Security, Security Vetting Management. Driver's license Knowledge requirements: Thorough knowledge of security in the following specific fields is recommended: Physical Security, Personnel Security, Documents Security, Communication and Security Investigations. Knowledge of applicable legislation and legal mandate, (MISS), National Strategic Intelligent Act, National Vetting Strategy, (etc) able to observe human behaviour and interpret the behaviour. Vetting investigation training. Voice stress analysis or polygraph testing. Financial management training. Skills and competencies: Strategic capabilities and Leadership. Good communication skills. Financial Management Skills. Change Management skills. Client Orientation and customer focus. Problem solving and analytical skills. Service delivery. Service delivery innovation.
<u>DUTIES</u>	:	Ensure physical and personnel security in the Department: Ensure the enforcement of physical security and access control. Ensure proper safeguarding of departmental assets. Establish and maintain security registers and other records. Ensure the development and management a contingency security plan. Manage the implementation of security operating measures (e.g. access control, key control and facilitate threats and risk assessment for the employees of the department etc.) as well as investigations on security breaches. Ensure information security management in the Department: Ensure that document security systems are developed. Ensure the monitoring and coordination communication of security matters. Ensure compliance with relevant security prescripts such as MISS, Protection of Information Act etc. Ensure that information security awareness is promoted in the Department. Manage the vetting in the Department: Ensure vetting field work investigations is done. Ensure that liaison with SSA (State Security Agency) for the evaluation and issuing of clearance certificates. Ensure that uniform standards for security clearance levels are developed. E.g. conduct regular workshop on the application process for security clearance. Manage the team responsible for provision of security and work environment management services. Manage the provision of a conducive working environment service in terms of the Occupational Health and Safety Act. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation: Ensure development and reporting on the Operational Plan for the unit: Ensure that Identification and development of strategic and operational risks and response plan of the unit: Ensure that people management is effective: Ensure that inputs to the Annual Report, interim and Annual Financial Statements are provided. Ensure participation in Management Committees of the Department. Ensure and oversee effective governance and compliance pertaining to Security and work environment Management. Ensure overall compliance with SCM prescripts and reporting requirements. Communication with internal/external stakeholders as well as colleagues: Ensure that response letters, emails status reports, presentations, memos and submissions are provided. Ensure formal presentations and facilitate discussions at relevant forums/committees are done. Ensure that advice on procedural and technical related matters in respect of matters security and vetting policies and strategies to ensure compliance with regulations are provided. Manage the provision of infrastructure maintenance, refreshment, refectory, cleaning and transport services.
<u>ENQUIRIES FOR ATTENTION</u>	:	Mr V Maphalala Tel No: (012) 399 0038 Ms KE Lethole

OTHER POST

<u>POST 02/02</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: Q9/2024/03</u>
<u>SALARY</u>	:	R424 104 per annum (Level 09)

**CENTRE
REQUIREMENTS**

: National Office: Pretoria
: Degree on NQF Level 7 as recognized by SAQA, in Environmental Health/Safety Management or equivalent qualification. Registration with a professional body, either the South African Institute for Occupational Hygiene as a Technologist or the Institute for Safety Management as a Safety Coordinator. At least 2 years' relevant experience with occupational health and safety matters in an office environment at salary levels 7 or 8. Knowledge Requirements: Competent knowledge of the Occupational Health and Safety Act. Competent knowledge of the SHERQ Framework, Emergency Planning and Standard Operating Procedures. Thorough knowledge of Hazards Identification and Risk Assessment. Working knowledge of committee proceedings. Competencies Skills: Client Service Orientation. Effective communication. Commitment to Learning. Problem solving and analysis. Concern for quality and order. Computer literacy. Security management. Emotional intelligence. Team participation.

DUTIES

: Facilitate the development, reviews and implementation of the Policy on OHS and other related policies: Draft OHS Annual Plan and schedule. Draft OHS policy and send to all employees for their inputs. Develop and manage a fully sustainable health and safety program for the department: Establish and maintain fully functional health and safety committees Facilitate nomination process of H&S Representatives and committee. Ensure availability of H&S Reps in each session. Keep records of designation letters and certificates. Facilitate training of Health and Safety Reps. Schedule quarterly meetings of the Health and Safety Committees. Provide secretariat services for OHS Committees. Update the Barn owl with all incidents. Develop and implement an incident management system: Establish and maintain an incident and accident management system. Keep record and report of incident and accident management system. Provision of first aid assistance when necessary and manage register. Conduct investigation on incidents/accidents and keep records. Provide necessary forms to employees when necessary. Hazard identification and risk assessment: Develop standardized inspection checklist. Conduct Daily/Weekly/Monthly inspections. Conduct evacuation drills to ensure safety of employees. IOD Management. Communicate findings of inspections to the building owner and corrective actions to be taken. Supervise subordinates: Allocate work. Train and develop employees. Supervise maintenance and cleaning services. Liaison with building maintenance at all sites.

**ENQUIRIES
FOR ATTENTION**

: Ms KE Lethole Tel No: (012) 399 0040
: Mr S Baloyi

OFFICE OF THE CHIEF JUSTICE

- 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.
- Eastern Cape Division of the High Court: Bhisho / Makhanda:** 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.
- 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 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Gauteng Provincial Service Centre, 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.
- Polokwane/ Thohoyandou:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstern Street, Polokwane, 0699.
- CLOSING DATE** : 02 February 2024

MANAGEMENT ECHELON

- POST 02/03** : **DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2024/02/OCJ**
- SALARY** : R1 162 200 – R1 365 411 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** : Matric certificate and an appropriate Bachelor's Degree in Financial Accounting, Financial Management or equivalent qualification at NQF level 7 with 360 credits as recognized by SAQA. A Post Graduate qualification in the field of Management Accounting (NQF level 8) will be an added advantage. A valid driver's licence. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. A minimum of 6 years' experience in financial accounting of which 5 years' must be at a middle management level (Deputy Director level). Any experience working within a workplace environment that utilizes GRAP is required. Knowledge: A track record in preparation and management of financial reports. Ability to implement internal systems and controls to ensure sound Financial Accounting Management, and reporting. Knowledge and understanding of the PFMA, including experience in its application. Competencies/skills: Skills in Financial Management within a trading entity. Personal attributes: Results driven. Resourceful and highly proactive. Attention to detail. Display a professional demeanour. Assertive. Resolve conflicts decisively. Work extended hours. Work under pressure to meet deadlines. Apply honesty and Integrity in the area of work. Ability to maintain a high level of confidentiality. 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.
- DUTIES** : Lead the Directorate: Financial Accounting is designing, implementing and maintaining its strategic and operation plans. Prepare financial statements according to cash accounting and GRAP accounting. Implement approved OCJ policies and operational procedures related to Financial Accounting in accordance with specific relevant legislative prescripts, in order to enhance accountability and performance. Ensure OCJ compliance reports related to financial management submitted in relation with the Treasury guidelines and

timelines and EMP201 /EMP501 and accurate returns submitted to SARS on a monthly and bi-monthly basis. Manage the Salary administration functions. Develop and manage internal control systems and managing financial management risks. Manage 100% reconciliation of general ledger towards a zero balance on the suspense accounts and accurate expenditure interface, through monthly reconciliations. Manage the entire payments and receipts sections including the reporting aspects. Drive the expansion of a modernized financial accounting section to handle the high volume of transactions, arising from increased financial activities. Engage vigorously with clients to understand their needs and to empower them. Support the CFO, Principal and other Senior Managers in the execution of their functions in terms of the Public Service and Public Finance Management Acts. Coordinate internal and external audit. Implement Annual Performance Plans, operational plans and Oversee the Audit and Risk Management processes of the Directorate.

ENQUIRIES : Technical related enquiries: Ms P Morapedi Tel No: (010) 493 2584
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)

OTHER POSTS

POST 02/04 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 2024/03/OCJ**

SALARY : R811 560 – R952 485.per annum (Level 11), (All-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
: Matric Certificate and a three (3) year National Diploma / Bachelor Degree in Management Services / Work Study / Operations Management. A minimum of 3 years' experience at Assistant Director Level in the field of Organisational Development. A valid Drivers' license. Skills and competencies: Sound knowledge of the Job Evaluation system applicable to the Public Service, Knowledge of relevant legislation, regulations, policies, processes and systems, Knowledge of OFA Management services techniques, Organisational Design Principles, Change and Diversity management, Batho Pele Principles. Customer focus and responsiveness, Problem solving skills, Project management skills, Interviewing skills, Analytical skills, Report writing skills, Presentation skills, Planning and organizing skills, Computer literacy, (OrgPlus, Word, PowerPoint, Excel, Visio).

DUTIES : Develop, manage and maintain sound and effective, Organisational structures in alignment with the strategic objectives of the Department. Develop Job Profiles and Job Descriptions in line with the Departmental structure, Analyse and grade jobs according to the Public Service Job Evaluation system, Facilitate and coordinate Change and Diversity Management in the Department, Manage the Sub Directorate.

ENQUIRIES : Technical related enquiries: Ms LP Mpe Tel No: (010) 493 2500
HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals

POST 02/05 : **LAW RESEARCHER REF NO: 2024/04/OCJ**

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

CENTRE REQUIREMENTS : Eastern Cape Division of The High Court: Makhanda
: Matric Certificate and an LLB Degree or a four (4) year Legal qualification as recognised by SAQA. A minimum of two (2) years' legal experience obtained after qualification. A minimum of three (3) years legal research experience and completed articles will be an added advantaged. Knowledge of Electronic Information Resources and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and competencies: Excellent research and analytical skills. Report writing and editing skills (written and verbal) Problem analysis, solving and planning skills. Computer literacy (MS Word) Project Management, including planning and organizing ability. Ability to integrate knowledge from diverse

<u>DUTIES</u>	:	sources. Accuracy and attention to detail. Interpersonal skills. Ability to work under pressure. Time management skills. Creative and analytical skills.
	:	Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge. Read all relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the Judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgements, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes so that the Judge can accept or decline any proposed changes. Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence. Performing any court related work requested to improve the efficiency of the court.
<u>ENQUIRIES</u>	:	Technical Related Enquiries Ms. L Frazer Tel No: (046) 603 5007
<u>NOTE</u>	:	HR Related Enquiries Mr. S Mponzo Tel No: (043) 726 5217
	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 02/06</u>	:	<u>ASSISTANT DIRECTOR: SECURITY REF NO: 2024/05/OCJ</u>
<u>SALARY</u>	:	R424 104 – R496 467 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Provincial Service Centre
<u>REQUIREMENTS</u>	:	Matric Certificate plus a Bachelor's Degree / National Diploma in Security Management and or Risk Management at 360 credits as recognised by SAQA. Grade A State Security Agency Course. A minimum of three (3) years' working experience in a security environment. A valid driver's license. Computer literacy (MS Office). Good communication skills (written and verbal). Good people skills/interpersonal relations. General office and project management skills. Planning and organisation skills. Exceptional report writing skills. Problem solving skills. Ability to work independently and meet deadlines.
<u>DUTIES</u>	:	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 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, 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 ready with regard to security and risk management matters.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. L.J Kolosa Tel No: (051) 492 4523
	:	HR Related Enquiries: Ms N. De la Rey Tel No: (051) 492 4523
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 02/07</u>	:	<u>JUDGE'S SECRETARY REF NO: 2024/06/OCJ</u> (3-Year Contract)
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division High Court: Pretoria
<u>REQUIREMENTS</u>	:	Matric Certificate One (1) to three (3) years' secretarial experience or as an office assistant in a 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.
<u>DUTIES</u>	:	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 he 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 Caselines 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 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance or 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.

ENQUIRIES

: Technical enquiries: Ms M Campbell Tel No: (012) 492 6799

NOTE

: HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 02/08

: **JUDGE'S SECRETARIES REF NO: 2024/07/OCJ (X2 POSTS)**
 (3-Year Contract)

SALARY

: R294 321 – R343 815 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS

: Gauteng Division High Court: Johannesburg
 : Matric certificate, One (1) to three (3) years' secretarial experience or as an office assistant in a 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.

DUTIES

: 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 he 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

OTHER POSTS

- POST 02/12** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT/ADMINISTRATION REF NO: TVE/01/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND** : R4 500 per month
CENTRE : Polokwane High Court
REQUIREMENTS : N6 in Public Management /Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Ms F Mathobela Tel No: (015) 495 1758
- POST 02/13** : **TVET LEARNERSHIP: FINANCIAL MANAGEMENT REF NO: TVE/02/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND** : R4 500 per month
CENTRE : National Office: Midrand
REQUIREMENTS : N6 In Financial Management /Accounting, Cost and Management Accounting.
ENQUIRIES : Technical enquiries: Mr M Mbele Tel No: (010) 493 2538
HR related enquiries: Ms A Nthompe Tel No: (010) 493 2689
- POST 02/14** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/03/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND** : R4 500 per month
CENTRE : Thohoyandou High Court
REQUIREMENTS : N6 in Public Management / Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Ms F Mathobela Tel No: (015) 495 1758
- POST 02/15** : **TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT REF NO: TVE/04/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND** : R4 500 per month
CENTRE : East London (Provincial Services Centre)
REQUIREMENTS : N6 in Human Resource Management
ENQUIRIES : Technical enquiries/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 02/16** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/05/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND** : R4 500 per month
CENTRE : East London Provincial Services Centre
REQUIREMENTS : N6 in Public Management / Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 02/17** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/06/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND** : R4 500 per month
CENTRE : High Court, Makhanda
REQUIREMENTS : N6 in Public Management / Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 02/18** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/07/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND** : R4 500 per month
CENTRE : National Office
REQUIREMENTS : N6 in Public Management / Administration and Office Administration
ENQUIRIES : Technical enquiries: Mr M Mbele Tel No: (010) 493 2538
HR related enquiries: Ms A Nthompe Tel No: (010) 493 2689

- POST 02/19** : **TVET LEARNERSHIP: FINANCIAL MANAGEMENT REF NO: TVE/08/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND** : R4 500 per month
CENTRE : Gauteng Provincial Service Centre
REQUIREMENTS : N6 in Financial Management, specializing in Accounting, Cost and Management Accounting as well as Entrepreneurship & Business Management.
- ENQUIRIES** : Technical enquiries/HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 02/20** : **TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT REF NO: TVE/09/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND** : R4 500 per month
CENTRE : Gauteng Provincial Services Centre
REQUIREMENTS : N6 in Human Resource Management, specializing in Personnel Management as well as Entrepreneurship & Business Management.
- ENQUIRIES** : Technical enquiries/HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

DEPARTMENT OF TRADITIONAL AFFAIRS

It is the Department's intention to promote equity (race, gender and disability) through the filling of positions with a candidate whose transfer/promotion/appointment will promote representivity in line with the mumeric targets as contained in the department's Employment Equity plan. Whites, Coloured, Indians, youth and Persons with Disabilities are encouraged to apply.

<u>APPLICATIONS</u>	:	Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X22, Arcadia, 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2 nd Floor Pencardia 1 Building
<u>FOR ATTENTION</u>	:	Director: Human Resource Management
<u>CLOSING DATE</u>	:	09 February 2024
<u>NOTE</u>	:	The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must quote the relevant reference number and must be completed on the NEW Z83 form obtainable from any Public Service department and signed when submitted. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), the application will not be considered. All applications must be accompanied fully completed Z83 and a detailed CV only. Shortlisted candidates only will be required to submit certified copies of qualifications and other relevant documents before the interview date. Persons with a disability are encouraged to apply. It is the responsibility of shortlisted applicant's to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that the application is submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill the advertised position.

OTHER POST

<u>POST 02/21</u>	:	<u>ASSISTANT DIRECTOR: ANTHROPOLOGICAL & GENEALOGICAL SERVICES RESEACHER REF NO: 2024/01</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's degree or equivalent qualification in Anthropology/Political Studies/Public Administration/Public Policy and any other relevant qualification at NQF level 7 plus a minimum of 3 years relevant experience in conducting social science research for public or private sector institutions. Experience in the use of social science research software packages for data analysis (e.g. SPSS, Stata and R, Nvivo). A valid driver's licence. Core competencies: Project Management; Problem solving and analysis; Planning and organising; Client orientation and customer focus; Research and analytical thinking; and Communication (Verbal and written). Technical competencies: Anthropological or historical research skills; report writing, knowledge and ability to qualitative and quantitative research, presentation skills and computer literacy. A relevant postgraduate degree or research experience on matters related to traditional and Khoi-San leadership and communities will serve as an advantage.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Facilitate the development and review of the Traditional Affairs Research Agenda. Conduct research on issues related to the traditional affairs sector (traditional and Khoi-San communities and leadership) using among others social science research software packages for data analysis. Produce and present research reports to internal and external stakeholders. Write short study-briefs for non-research audiences. Facilitate and monitor implementation of the research recommendations by various stakeholders.
<u>ENQUIRIES</u>	:	Ms W Khuzwayo Tel No: (012) 336 5835