

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department. Women and People with Disabilities are encouraged to apply

- APPLICATIONS** :
- National Office and Supreme Court of Appeal (Free State):** Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 Marshalltown, 2107 or hand deliver to No 188, 14th Road Noordwyk, Midrand Enquiries: Ms L Mothemane (010) 493 2500.
- Gauteng:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to, 12th floor, Cnr Pritchard and Kris Street, Johannesburg. Enquiries Ms T Mbalekwa (011) 335-0404.
- Mpumalanga (Nelspruit):** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X11249, Nelspruit, 1200 or hand deliver applications to , 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit: Enquiries Mr S Mashele (013) 753 9300).
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng, Enquiries: Mr L Moetanelo (018) 3977065
- Bloemfontein:** Quoting the relevant reference number, direct your application to The OCJ Provincial Head, Office of the Chief Justice, Private Bag x20612, Bloemfontein, 9300 or hand delivered applications to The Free State High Court, Corner President Brand and Fontein Streets, Enquiries: Ms M Luthuli (051) 406 8197
- Eastern Cape:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London Enquiries: Mr S Mponzo (043) 7265217.
- Polokwane** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9693, Polokwane, 0700, or hand deliver applications to the Office of the Chief Justice Service Centre, High Court of South Africa, Limpopo Division, 36 Bichard and Bodenstien street Polokwane, 0699. Enquiries: Ms E Kotze: (015) 230 4051
- Northern Cape:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver applications to High Court, Sol Plaatje Drive, Room B107, Kimberley. Enquiries: (053) 807 2733.
- Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street: Enquiries: Ms L Marrie (013) 372 3167
- CLOSING DATE** : 23 March 2018
- NOTE** :
- Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applications

received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

OTHER POSTS

- POST 10/08** : **DEPUTY DIRECTOR: HR, REF NO: 2018/32/OCJ**
- SALARY** : R657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Provincial Centre (Nelspruit)
- REQUIREMENTS** : Grade 12 and a relevant Bachelor's Degree/National Diploma in Human Resources/Business Management; 5 years' experience of which (3) years should be at junior/middle management level; Sound knowledge of public service policies; prescripts; procedures and all other relevant legislation; knowledge of the Persal System; Sound Knowledge of Labour Relations; A valid driver's licence. Skills and competencies: Computer Literacy (MS office- with focus on Excel); Good communication skills (written and verbal); Good people skills/interpersonal relations; ability to work long hours and under pressure; be self-motivated and attention to detail.
- DUTIES** : The incumbent will render Generalist HR consulting services to the Province and staff; Provide HR interventions in the following fields; Recruitment and Selection; HR Administration; Performance Management; Learning and Development; Employee Relations; Organisational Development; Employee Wellness and any other skills of HR service interest.; Contribute to the development and accomplishment of departmental business plan and objectives; Act as an employee advocate and change champion and continually assess the effectiveness of HR in the office.
- POST 10/09** : **CHIEF REGISTRAR (2 POSTS)**
- SALARY** : (MR6) R420 909. – R1 023 054. per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division: Johannesburg, Ref No: 2018/29/OCJ
Free State High Court, Ref No: 2018/33/OCJ
- REQUIREMENTS** : Grade 12 and an LLB Degree or equivalent qualification; At least 8 years' appropriate post qualification legal experience; Leadership and Managerial experience; A valid driver's licence; Computer literacy. Skills and competencies: Written Communication; Verbal and Non-verbal communication; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self- management.
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input on amendments of Court rules and 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 and reporting; Compile training manuals and provide training to Registrars and support staff. Stakeholder Management; Human Resources Management; Court and Case-flow Management/ Quasi-Judicial Functions; Manage Service Level Agreement Framework and Managing Strategic Court Efficiency Projects and Best Practices; 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 and to ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.

<u>POST 10/10</u>	:	<u>SENIOR LAW RESEARCHER, REF: 2018/40/OCJ</u>
<u>SALARY</u>	:	R417 552. – R 491 847. per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court of Appeal: (Free State)
<u>REQUIREMENTS</u>	:	Grade 12 and an LLB Degree or equivalent qualification; 3 years' appropriate legal research experience; a valid driver's licence. The following will be an added advantage (experience as a legal practitioner would be an added advantage); Knowledge of the South African Constitutional and Judicial Framework and an understating of the functioning of the Superior and Lower Court Systems; proven ability to draft documents and legal instruments; Experience in electronic (legal data bases) research; Skills and competencies: Planning skills; Supervisory skills; Fluency in written and spoken English.
<u>DUTIES</u>	:	Conduct legal research for Judges of the court as directed from time-to-time; Supervise and co-ordinate the work of researchers; Maintain a repository of research products; Ensure the effective and efficient use of legal materials allocated to the court.
<u>POST 10/11</u>	:	<u>SENIOR LAW RESEARCHER, REF: 2018/34/OCJ</u>
<u>SALARY</u>	:	R417 552. – R 491 847. per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Local Division Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 and an LLB Degree or equivalent qualification; 3 years' appropriate legal research experience; A valid driver's licence. Skills and competencies: Good communication skills (verbal and written); Good report writing skills; Problem analyzing, solving and planning skills; Decision making skills; Time management skills and Creative and analytical thinking skills.
<u>DUTIES</u>	:	Conduct legal research for Judges of the court as directed from time-to-time; Perform quasi-judicial functions, such as editing of judgements, proofreading and assisting in the preparation of speeches/papers for presentation by Judges; Monitor and bring to the attention of Judges new developments in law and jurisprudence; Performing any court related work which may be required by the office of the Judge President for interalia, the purposes of improving the efficiency of the court; Supervise Law Researchers; Proof reading including checking of citation appearing in judgement; Ability to defend research findings; Research and retrieve material for the library accessibility to court, physically and electronically; liaise with Court Manager with regards to HR and Finance policies.
<u>POST 10/12</u>	:	<u>ASSISTANT DIRECTOR: STATISTICAL ANALYSIS AND RESEARCH: REF 2018/39/OCJ</u>
<u>SALARY</u>	:	R334 545. – R394 065. per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mthatha High Court
<u>REQUIREMENTS</u>	:	Grade 12 and a three year National Diploma or Degree in Statistics or equivalent qualification; a minimum of 3 years' experience in Statistical Analyses; A valid driver's licence. Skills and competency. Analytical skills; Communication skills (verbal and written); Computer skills (MS office, SPSS and SAS software); Project management; Interpersonal skills; Numerical skills; Ability to wok under pressure and Decision making skills.
<u>DUTIES</u>	:	Design and develop data collection system and survey instruments; Provide effective people management; Capture available data from source documents as requested; Process information and data from a specific division of the High Court; Collate, analyse and interpret statistics and prepare a report for the Judge President; Analyse data by identifying trends and patterns specific to the division; Make recommendations based on the analysis of statistics for a specific division; Produce first line reports that are practical, accurate and reliable; create and maintain a database on a monthly, quarterly bi-annual and annual basis for the division; Verify the data obtained from sources (sub- offices); Applying standing instructions, policies and procedure/ guideline for generated reports, support and monitor performance and development of personnel. Manage budgets in line

with public finance management act (PFMA) and Treasury Regulations (TR). Must provide leadership, management and strategic direction.

<u>POST 10/13</u>	:	<u>CONTRACT LAW RESEARCHER (3 POSTS)</u>
<u>SALARY</u>	:	R334 545. – R394 065. per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Local Division Pretoria, REF: 2018/41/OCJ (1 Post) Gauteng Local Division Johannesburg, REF: 2018/42/OCJ (2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 and an LLB Degree or equivalent legal qualification. A minimum of 3 years relevant research experience, knowledge of electronic information resource and online retrieval (e.g My LexisNexis, Jutastat etc.) and a valid driver's license. Skills and competencies: Job Knowledge; Excellent communication skills (verbal and written); proven ability to analyze and conceptualize policy and to apply policy successfully; Interpretation of law; Legal writing/ drafting/ legislative drafting skills; Computer literacy (MS word, PowerPoint, Outlook and internet etc.); Research skills; Presentation skills; Problem solving; Interpersonal relations; Planning; Creative and analytical thinking; Customer service orientation; Ability to work under pressure and meet deadlines; Assertiveness and decisive where appropriate; Professionalism; Ability and willingness to learn; Understanding confidentiality in Government; Strong interpersonal relations; Decision making.
<u>DUTIES</u>	:	Research and retrieve material from the library accessible at the court physically and electronically; Participate in sub-committee of research at the court; Attend training programs and orientation program or seminars of the court; Proofreading and side checking of all draft judgements; Convey all documents and criticisms to the Judiciary; Retrieve and analyse pertinent information in order to prepare draft speech and papers for local and international conferences; Provide updating services to ensure that the Judges are alerted to the impact of recent local and foreign policies on the previous judgement; Conduct research for the Judges of the Division; Write competent research memorandums; Keep Judges abreast with new developments in law; Perform Quasi- judicial functions; Library duties; Attend to additional tasks for Judges. Develop weekly, monthly and quarterly plans and reports
<u>POST 10/14</u>	:	<u>REGISTRAR (4 POSTS)</u>
<u>SALARY</u>	:	(MR3 to MR5) R226 227. - R 433 632. per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Port Elizabeth High Court: Ref No: 2018/36/OCJ Gauteng Local Division Johannesburg: Ref No: 2018/37/OCJ Polokwane High Court: Ref No: 2018/38/OCJ Mmabatho High Court: Ref No: 2018/35/OCJ
<u>REQUIREMENTS</u>	:	Grade 12 and an LLB Degree or equivalent qualification; 2- 8 years' post qualification legal experience; a valid driver's license. Skills and competencies: Written Communication; Verbal and Non-verbal communication; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self-management
<u>DUTIES</u>	:	Co-ordination of Case Flow Management Support processes to the Judiciary and prosecution; Issue all processes initiating court proceedings; Co-ordinate interpreting services, Appeals and reviews; process unopposed divorces and facilitation of Pre-Trial conferences; Check Criminal Record books; Consider judgement by default; appointments of sheriffs of the court on 'ad hoc' basis; Authenticate signatures of legal practitioners, notaries and sworn translators; Supervision of subordinates and their performance evaluation process; Any other official duties assigned by relevant stakeholders; provide practical training and assistance to the clerk of the court; Ensure annotation of relevant publications, codes, acts and rules; give attention to and execute requests from the Judiciary in connection with cases and other case related matters; exercise control over case records as well as the record room and deal with the files in terms of the archived

codes and act; submission of returns to the court manager and the department; implement rules and procedures and practise; handle taxation and taxing master including any reviews; process and grant judgements by default; manage the civil section including divorce cases; assist the public with court procedures; process reviews and appeals (civil and criminal) attend or oversee to general public queries or correspondence; attend to judicial support functions; issue/keep/check and analyse court statistics; issue court order or letters to attorneys; safe keeping of records; attend to office management; planning and organisation.

- POST 10/15** : **STATISTICAL OFFICER, REF: 2018/43/OCJ**
- SALARY** : R281 418. – R 331 497. per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Bisho High Court
- REQUIREMENTS** : Grade 12 and a three year National Diploma or Degree in Statistics or equivalent qualification; 2-3 years' experience in statistical environment; a valid driver's licence; Knowledge of relevant policies and strategies; Statistical analysis and reporting; Analytical skills; Communication skills; Problem solving and motivational skills; Presentation/facilitation skills; Computer literacy (MS Office); Sound interpersonal skills; Ability to maintain professionalism at all times; Attention to detail and ability to work under pressure; Self-motivated; Patience and self-control.
- DUTIES** : Administer data collection instruments and surveys within the respective Superior Court Division; Establish channels for the collection of data within the respective Superior Court Division; Collate, analyse and interpret statistics and make presentations on the findings within the respective Superior Court Division; Produce 1st line reports, statistical publications, and newsletters; Develop and maintain database containing various datasets for the Respective Superior Court Division; Apply sampling and basic sampling statistical methods and also estimation and interpretation of results within the respective Superior Court Division; Train employees/ project members within the Respective Superior Court Division on utilization of information.
- POST 10/16** : **SENIOR COURT INTERPRETER (6 POSTS)**
- SALARY** : R226 611. – R 266 943. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Pietermaritzburg, Ref No: 2018/45/OCJ
Mthatha High Court, Ref No: 2018/46/OCJ (2 Posts)
Thohoyandou Court, Ref No: 2018/47/OCJ
Gauteng Local Division Pretoria, Ref No: 2018/48/OCJ
Northern Cape High Court, Ref No: 2018/49/OCJ
- REQUIREMENTS** : Grade 12 and a Diploma: Legal Interpreting at NQF level 5 or equivalent qualification and a minimum of 3 years practical experience in Court Interpreting or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting; Proficiently in English and two or more indigenous languages; A valid driver's license will be an added advantage. Knowledge of any foreign language will be an added advantage; Candidates will be required to undergo oral and written languages proficiency testing. Excellent communication skills; Computer literacy; Good interpersonal relations; Ability to work under pressure and solve problems; Customer services; Planning and organizing skills; Confidentiality; Analytical thinking; Listening skills; Ability to work under pressure.
- DUTIES** : Render Interpreting services in criminal court, civil court, labour and Quasi proceedings; interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of court records; Develop terminology; Coin words; Control and supervision of interpreters, perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.

- POST 10/17** : **JUDGES SECRETARY (3 POSTS)**
- SALARY** : R226 611. – R266 943. per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Free State High Court, Ref No 2018/50/OCJ
Grahamstown High Court, Ref No: 018/51/OCJ
Mthatha High Court: Ref No: 2018/52/OCJ
- REQUIREMENTS** : Grade 12.; experience as a Judges Secretary or relevant experience; shortlisted candidates will be required to pass a typing test; A valid driver's licence, the following will serve as an advantage; a secretarial diploma or equivalent, A four year recognized qualification or a minimum of 20 modules completed towards an LLB, BA or B Com Law Degree ; Proficiency in English and Afrikaans; 2 to 3 years legal experience; Skills and Competencies: Good communications skills (verbal and written), administration and organisational skills, Self-driven, Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure and attention to detail, Confidentiality and time management; customer care service skills, computer literacy (MS Word), research capabilities, excellent typing skills.
- DUTIES** : Types(or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed(including dicta typing);Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements, etc.; Safeguarding of all case files and the endorsement of case files with order made by Judge; Provide general secretarial/administrative duties to the Judge; Update files, documents and provide copies of documents to the Registrar; Accompany the Judge to Court and circuit Courts as well; After a case has been completed and opinion, decision or judgement entry released, returns case file to administration for returns to clerk's office; Management of judge's vehicle, logbook and the driving thereof; Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management; Cooperates with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Arrange receptions for the Judge, and his visitors and attend to their needs; Manage of Judge's Library and updating of loose leaf publications; Any other task for or allocated by the Judge; Comply with Departmental Policies and Prescripts and procedures or guidelines for the generated reports and indirectly oversee the monthly submission of data by court administration personnel and project members of the relevant projects in the division.
- POST 10/18** : **CONTRACT JUDGES SECRETARY (POOL) (6 POSTS) (CONTRACT VALID TILL 31 MARCH 2019)**
- SALARY** : R226 611. – R266 943. per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division Pretoria Ref No: 2018/30/OCJ (3 Posts)
Gauteng Local Division Johannesburg Ref No: 2018/31/OCJ (3 Posts)
- REQUIREMENTS** : Grade 12.; experience as a Judges Secretary or relevant experience; shortlisted candidates will be required to pass a typing test; A valid driver's licence, the following will serve as an advantage; a secretarial diploma or equivalent, A four year recognized qualification or a minimum of 20 modules completed towards an LLB, BA or B Com Law Degree ; Proficiency in English and Afrikaans; 2 to 3 years legal experience; Skills and Competencies: Good communications skills (verbal and written), administration and organisational skills, Self-driven, Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure and attention to detail, Confidentiality and time management; customer care service skills, computer literacy (MS Word), research capabilities, excellent typing skills
- DUTIES** : Types(or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed(including dicta typing);Arrange and diarize appointments, meetings, official visits, and make travel and accommodation

arrangements, etc.; Safeguarding of all case files and the endorsement of case files with order made by Judge; Provide general secretarial/administrative duties to the Judge; Update files, documents and provide copies of documents to the Registrar; Accompany the Judge to Court and circuit Courts as well; After a case has been completed and opinion, decision or judgement entry released, returns case file to administration for returns to clerk's office; Management of judge's vehicle, logbook and the driving thereof; Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management; Cooperates with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Arrange receptions for the Judge, and his visitors and attend to their needs; Manage of Judge's Library and updating of loose leaf publications; Any other task for or allocated by the Judge; Comply with Departmental Policies and Prescripts and procedures or guidelines for the generated reports and indirectly oversee the monthly submission of data by court administration personnel and project members of the relevant projects in the division.

- POST 10/19** : **LIBRARIAN, REF NO: 2018/53/OCJ**
- SALARY** : R226 611. – R266 943. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Grahamstown High Court
- REQUIREMENTS** : Grade 12 and a National Diploma/Degree in Library Science or equivalent qualification; Minimum of two years' experience in Library and information systems; Knowledge of Library and Information Science; Prescripts and legislation, procedure and processes; Experience in a legal Library will be an added advantage. Skills and Competencies: Planning, organizing and control; Communication skills (verbal and written); Good Interpersonal relations; Decision making skills; Information Technology; Ability to work under pressure; Language Proficiency; Conflict management; Supervisory skills.
- DUTIES** : Render an effective and efficient Library and Information services to the users of the library; Manage the library and information system; Assist with book selection for the Library and /or Chambers; Classify and catalogue the High Court Library material; Render reference and information service for the High Court Library; Monitor the library budget and give inputs to the library budget; Market and promote the Library services; Perform Administration and Supervisory service.
- POST 10/20** : **STATE ACCOUNTANT, REF NO: 2018/56/OCJ (2 POSTS)**
- SALARY** : R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A Grade 12 and a relevant Bachelor's degree or National Diploma in Finance/ Accounting/ Financial Management/ or equivalent, NQF 6 as recognised by SAQA. Thorough understanding of the Public Finance 3-Thorough understanding of the Public Finance Management Act (PFMA) and the Treasury Regulations. Skills and Competencies: Advance level of computer literacy skills (MS Word and Excel) Extensive knowledge of Government budgeting; Accruals, Payables and creditors cycle; Analytical thinking, planning, organizational, diversity management, human relations and communication skills.; Knowledge of financial systems, e.g, BAS, Persal, Safety web etc
- DUTIES** : Manage/maintain policy and ensure the clearance of bank reconciliation exceptions accounts, as well as the compilation of Bank reconciliations and Petty Cash reconciliation. Manage/maintain policy and ensure effective and efficient cash management of the Department (PMG account); Manage/maintain policy and ensure effective and efficient banking operations of the department and petty cash administration; Manage/maintain policy and ensure effective and efficient processing of Creditors and Sundry payments on BAS. Maintain payment of Creditors within 30 days, administer invoice tracking register and reconciliations of Creditors Accounts. Processing of Foreign payments and Journals. Follow up of invoices with Budget Managers. Manage and ensure adjustments of allocations of

the department in relation to Expenditure / Revenue / Assets and Liabilities are performed timely and Monthly requisition of funds from Treasury; Manage performance /team discipline / leave of section, and frequent liaison with the stakeholders. Responsible to administer and apply internal control measures

- POST 10/21** : **ACCOUNTING CLERK, REF: 2018/59/OCJ**
- SALARY** : R152 862. – R 180 063. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape Provincial Centre
- REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Job Knowledge, Communication skills; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer operating skills; Planning and organisation; Language; Good verbal and written communication; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment's
- DUTIES** : Render financial accounting transactions (Receive invoices; check invoices for correctness; verification and approval (internal control), Process invoices; capture payments, Filing of all documents, and Collection of cash. Perform Salary Administration support services (Receive salary advices, Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.), File all documents. Perform Bookkeeping support services (Capture all financial transactions, Clear suspense accounts, Record debtors and creditors, Process electronic banking transactions, Compile journals).Render budget support services.
- POST 10/22** : **REGISTRAR'S CLERK (3 POSTS)**
- SALARY** : R152 862. – R 180 063. The successful candidate will be required to sign a performance agreement
- CENTRE** : North West High Court (Mmabatho) Ref No: 2018/60/OCJ
Limpopo High Court: Ref No: 2018/61/OCJ
Labour Court Johannesburg: Ref No: 2018/62/OCJ
- REQUIREMENTS** : Grade 12 or equivalent qualification; Experience in Clerical/ administration functions will be an added advantage. Skills and Competencies: Computer Literacy; Good communication skills (written and verbal) Good interpersonal and public relations skills; Good administration and organizational skills; Customer Service Skills and ability to work under pressure.
- DUTIES** : Render efficient and effective support services to the court; Issuing of summons at General Office; Update case progress on ICMS; Render counter service duties /functions; Prepare, Issue and Analyse court statistics; Maintain and keep all registers for Civil and Criminal matters; Filling and storage of both Civil and Criminal process; Issue warrant of arrest for defaulters ; Act as a liaison between judges and legal practitioners ; Requisitioning of accused persons from prison; Deal with correspondence and attend to general public enquiries; Issue all processes that initiate court proceedings ; Prepare and send case to transcribers for appeal and review purposes ; Preparing and binding of appeals and reviews; Attend to complaints from prisoners and members of the public ; Act as a liaison between Registrar and legal practitioners; Provide administrative support in general as requested by Court Manager and supervisor.
- POST 10/23** : **ADMINISTRATION CLERK (DCRS) (4 POSTS)**
- SALARY** : R152 862. – R180 063. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Northern Cape High Court, Ref No: 2018/44/OCJ (1 Post)
Mthatha High Court, Ref No: 2018/54/OCJ (2 Posts)
Bisho High Court, Ref No: 2018/55/OCJ (1 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification; Skills and Competencies; job knowledge; communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication.

- DUTIES** : Perform digital recording of court proceedings and ensure integrity of such records. Update case progress on High Court System; Render support services to case flow management; Rendering of efficient and effective support service to the court; Attend and oversee to general public enquiries/ correspondence; Store, keep and file court records safely; operate and provide support to court systems, e.g. e-scheduler/Integrated Case Management Systems (ICMS), Video Remands, document scanning, data capturing, etc.
- POST 10/24** : **SUPPLY CHAIN CLERK: ACQUISITION AND LOGISTICS, REF NO: 2018/58/OCJ**
- SALARY** : R152 862. – R 180 063. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 or equivalent qualification; Ability to operate office equipment's. Skills and Competencies: Ability to work independently and meet deadlines. The ability to work under pressure, work in a team and prepared to work overtime when required; Excellent analytical, planning, organizational skills; Good interpersonal relations; Effective communication skills (written and verbal); Computer literacy; Job Knowledge; Communication skills; Flexibility; Accuracy; Aptitude of figures; Basic numeracy skills; Ability to perform routine tasks;
- DUTIES** : Source quotations from the suppliers as per specifications, ensure that standard bidding documents are obtained & fully completed by the suppliers and attached to transactions before capturing requests; Capturing and processing of invoices/request on Procurement system and invoice/ordering tracking system; Attend to queries (internal and external) relating to invoices; supplier payments as well expediting of Government orders; Provide administrative procurement support to all stakeholder; In-depth knowledge of financial systems; sourcing of quotations as per National Treasury guidelines; Receive and assess quotations to ensure that they comply with the minimum requirements; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Prepare quotes and compile request for quotes; Ensure that all relevant forms are attached; capturing of awarded contracts on National Treasury contracts registration application (CRA); Ensure procedures comply with SCM policies; Ensure proper filing and safe keeping of documents; ensure timeous processing of payments to suppliers; Receiving and issuing of stock items and Perform other duties as delegated by the supervisor.
- POST 10/25** : **ASSISTANT LIBRARIAN: REF 2018/57/OCJ**
- SALARY** : R127 851. – R150 606. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Local Division Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification; Experience in Law Library will be an added advantage. Communication; Computer literacy; Report writing Research and planning; Problem Solving; Good Interpersonal relations; Creative and analytical thinking; Customer Oriented;
- DUTIES** : Assist with the management and control of the Library and its resources in line with the library code and other applicable prescripts; Assist the ordering of library material approved by the Library Committee; Assist in classifying, cataloguing and indexing library material; Update loose leaf publications Responsible for the sub-libraries outside the court; Assist with running and maintenance of the library including the physical structure; Arrange for the binding of loose leaf publications; Conduct asset verification and stocktaking Carry boxes on delivery of books to Judges Chambers; Assist with compiling of reports on library mater.