

## 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: 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, 14<sup>th</sup> Road Noordwyk, Midrand
- 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.
- 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.
- 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.
- 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.
- 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 Bodenstein street Polokwane, 0699.
- Western Cape: The OCJ Provincial Head, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town.
- 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.
- 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.
- CLOSING DATE** :
- 06 April 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](http://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 12/43** : **CONTRACT LAW RESEARCHER REF: 2018/63/OCJ CONTRACT VALID UNTIL 31 MARCH 2019**
- SALARY** : R334 545. – R394 065 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Land Claims Court: Randburg
- REQUIREMENTS** : Grade 12 and an LLB Degree or equivalent legal qualification. 0-3 year's relevant research work experience, knowledge of electronic information resource and online retrieval (e.g My LexisNexis, Jutastat etc.) and a valid driver's license will be an added advantage. 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.
- DUTIES** : 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
- ENQUIRIES** : Ms T Mbalekwa (011) 335-0404.
- POST 12/44** : **CONTRACT STRATEGIC PLANNING OFFICER: REF NO: 2018/64/OCJ CONTRACT VALID UNTIL 31 MARCH 2019**
- SALARY** : R226 611. – R266 943 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and an appropriate National Diploma / Bachelor's Degree in Public Administration or equivalent qualification on NQF level 6; 1-3 year's relevant experience in strategic Planning and/ or Monitoring and Evaluation ; Experience in Strategic Planning or Management environment; Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Sector's planning cycles; Skills and competencies: Good communications skills (verbal and written); Computer literacy (Excel, Word and PowerPoint); Knowledge and understand of understanding of Government planning cycles; Project management skills; People and resource management skills; Research and development expertise; Strategic change and risk management; presentation and facilitation skills; Ability to network; Influence and impact; Applied strategic thinking.
- DUTIES** : Support Strategy and Service Delivery Unit with the review and development of the Strategic Plan and Operational Plans; Assist the Strategy and Service Delivery Unit with the development of an implementation of new programme plans. Manage all strategic Plan, Annual Performance Plan and Operational Plan inputs; Conducting research on the strategic Plan and Annual Performance Plan related matters; Collecting data relevant for the strategic Plan and Annual Performance Plan; Coordinating meeting and workshops relating to strategic planning; Assist the Unit with administrative functions relating to strategic planning; Assist with the management of editing, layout and printing of the Strategic Plan and APP.
- ENQUIRIES** : Ms L Mothemane (010) 493 2500.

<b><u>POST 12/45</u></b>	:	<b><u>CONTRACT ADMINISTRATIVE OFFICER RISK MANAGEMENT: REF NO: 2018/65/OCJ CONTRACT VALID UNTIL 31 MARCH 2019</u></b>
<b><u>SALARY</u></b>	:	R226 611. – R266 943 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand Grade 12 and an appropriate and relevant National Diploma / Bachelor's Degree; Knowledge of clerical duties, practices as well as the ability to capture data and collecting statistics will be an added advantage; Knowledge and understanding of the legislative framework governing the public service will be an added advantage: Skills and Competencies: Planning and organising skills; Computer literacy; Good interpersonal relations; Customer service orientation;
<b><u>DUTIES</u></b>	:	Administer and provide effective and efficient administration of Risk registers Capture risk registers on the CURA system; Perform office administration support duties; Provide logistical function and ensure adequate functioning of risk management unit and committees (Ethics Committee, Risk Forum and Combined Assurance forum); Assist to provide administration of the Risk Forum and Combined Assurance forum; Provide assistance on implementation fraud prevention and Risk Management strategy.
<b><u>ENQUIRIES</u></b>	:	Ms L Mothemane (010) 493 2500.
<b><u>POST 12/46</u></b>	:	<b><u>CONTRACT REGISTRAR REF NO: 2018/66/OCJ CONTRACT VALID UNTIL 31 MARCH 2019</u></b>
<b><u>SALARY</u></b>	:	(MR3 to MR5) R226 227. - R433 632 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Grahamstown High Court 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
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr S Mponzo (043) 7265217.
<b><u>POST 12/47</u></b>	:	<b><u>CONTRACT JUDGES SECRETARY (3 POSTS) CONTRACT VALID UNTIL 31 MARCH 2019</u></b> Labour & Labour Appeal Court
<b><u>SALARY</u></b>	:	R226 611. – R 266 943 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Johannesburg REF NO: 2018/67/OCJ (1 Post) (Sitting For Polokwane)

<b><u>REQUIREMENTS</u></b>	: Western Cape High Court REF NO: 2018/68/OCJ (2 Posts) 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.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Gauteng: Ms T Mbalekwa (011) 335-0404. Western: Cape Ms M Baker (021) 469 4000
<b><u>POST 12/48</u></b>	: <b><u>CONTRACT REGISTRAR'S CLERK (6 POSTS) CONTRACT VALID UNTIL 31 MARCH 2019</u></b>
<b><u>SALARY</u></b>	: R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	: North West Provincial REF NO: 2018/69/OCJ Polokwane High Court: REF NO: 2018/70/OCJ (3 POSTS) Labour and Appeal Court Port Elizabeth: REF NO: 2018/71/OCJ Grahamstown High Court: REF NO: 2018/72/OCJ
<b><u>REQUIREMENTS</u></b>	: 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.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: North West: Mr L Moetanelo (018) 3977065 Eastern Cape: Mr S Mponzo (043) 7265217. Polokwane: Ms E Kotze: (015) 230 4051

- POST 12/49** : **CONTRACT ADMINISTRATION CLERK ASSISTANT REF NO: 2018/74/OCJ CONTRACT VALID UNTIL 31 MARCH 2019**  
High Court
- SALARY** : R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mmabatho
- REQUIREMENTS** : Grade 12 and must be able to type 35 wpm, typing course/ qualification will serve as an added advantage. Skills and Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds; Good telephone etiquette; Computer Literacy; Sound organisational skills; Good people skills; High level of reliability; Basic written communication skills; Ability to act with tact and discretion; good grooming and presentation.
- DUTIES** : Provide a secretarial/ receptionist support service to the manager; Responsible for overall administration of the Provincial Head's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters. Perform administrative tasks such as taking minutes and arranging/serving refreshments. Remain up to date with regard to prescripts/policies and procedures applicable to her or his work terrain to ensure efficient and effective support to the manager.
- ENQUIRIES** : Mr L Moetanelo (018) 3977065
- POST 12/50** : **CONTRACT ADMINISTRATION CLERK (DCRS) (2 POSTS) CONTRACT VALID UNTIL 31 MARCH 2019**
- SALARY** : R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Grahamstown High Court, REF NO: 2018/75/OCJ  
Polokwane High Court, REF NO: 2018/76/OCJ
- REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and Competencies: Job Knowledge, Communication skills; Interpersonal relations; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication.
- DUTIES** : Render general clerical support services; Provide supply chain clerical support services within the component; Provide personnel administration clerical support services within the component; Provide financial administration support services in the component, Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics, Handle routine enquiries, Make photocopies and receive or send facsimiles, Distribute documents/packages to various stakeholders as required, Keep and maintain the filing system for the component, Type letters and/ or other correspondence when required, keep and maintain the incoming and outgoing document register of the component.
- ENQUIRIES** : Eastern Cape: Mr S Mponzo (043) 7265217.  
Polokwane: Ms E Kotze: (015) 230 4051
- POST 12/51** : **CONTRACT ADMIN CLERK: HRM (2 POSTS), REF: 2018/78/OCJ CONTRACT VALID UNTIL 31 MARCH 2019**
- SALARY** : R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office
- REQUIREMENTS** : Grade 12 or equivalent qualification. 0-2 years relevant experience Skills and Competencies: Good Communication (written and verbal) Computer literacy (Ms Office); Good interpersonal skills; Good public relations skills; Accuracy and attention to detail.
- DUTIES** : Handling incoming and outgoing documents; Providing efficient and effective administrative support, e.g. data capturing of information; Assist in compiling reports; Ensure proper administration and Maintain the record-keeping

		system; Assist in compiling reports; Handle confidential documents; Assist where need arise in any unit within the directorate.
<b><u>ENQUIRIES</u></b>	:	Ms L Mothemane (010) 493 2500.
<b><u>POST 12/52</u></b>	:	<b><u>CONTRACT ADMINISTRATION CLERK ASSISTANT: FACILITIES, SECURITY AND AUXILIARY SERVICES REF: 2018/79/OCJ CONTRACT VALID UNTIL 31 MARCH 2019</u></b>
<b><u>SALARY</u></b>	:	R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand
	:	Grade 12 or equivalent qualification. Secretarial qualification or equivalent will be an added advantage; Experience in secretarial and office management; Knowledge and experience in the financial administration will be an added advantage; Proficient in Microsoft Office Suite (word, excel, PowerPoint); Shortlisted candidates might be subjected to a test in order to demonstrate their typing skills and computer skills. (Skills and Competencies: Good communication skills (Written and verbal); Proficiency in Micro soft Office (Word, Excel, PowerPoint, Outlook, Internet); Basic problem solving skills; Good judgement and decision-making skills; Assertiveness and confidence to interact at all levels; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to details.
<b><u>DUTIES</u></b>	:	Manage the administration of the office of the Director including diary coordination (meetings, appointments, message service, etc.); Secretarial and document production and management services to the directorate; Provide support to the Director in coordinating the financial administration of the Unit; Provide secretariat support during meetings and appointments (Venues, minutes, refreshments); Implement and maintain a filing system in line with department policy; Coordinate the travel arrangements and claims of the director and maintain records; Coordinate and appropriately direct all incoming / outgoing correspondence for the unit.
<b><u>ENQUIRIES</u></b>	:	National Office Ms L Mothemane (010) 493 2500.
<b><u>POST 12/53</u></b>	:	<b><u>CONTRACT ADMINISTRATION CLERK: JUDICIAL SERVICE COMMISSION REF: 2018/80/OCJ CONTRACT VALID UNTIL 31 MARCH 2019</u></b>
<b><u>SALARY</u></b>	:	R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand
<b><u>DUTIES</u></b>	:	Grade 12, relevant administrative experience and computer literacy. Assist with complaints (receiving, acknowledging and analyzing); Assist with preparation of documents for Committee members; Assist with the logistical arrangements for meetings (JCC & JCT); Assist with writing of minutes (JCC& JCT); Assist with preparation of documents and logistical arrangements for the JSC sitting; Any other ad hoc tasks/duties that may be assigned and appropriately direct all incoming / outgoing correspondence for the unit.
<b><u>ENQUIRIES</u></b>	:	National Office Ms L Mothemane (010) 493 2500.
<b><u>POST 12/54</u></b>	:	<b><u>CONTRACT ADMINISTRATION CLERK: HELP DESK OPERATOR REF: 2018/81/OCJ CONTRACT VALID UNTIL 31 MARCH 2019</u></b>
<b><u>SALARY</u></b>	:	R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand,
	:	Grade 12 or equivalent qualification; At least 6 months experience in rendering Helpdesk support services in an Information Technology environment. Skills and Competencies: Good communication, interpersonal and listening skills; Telephone etiquette; Computer literacy ( MS Windows and MS Office )Ability to work under pressure and to solve problems; Accuracy and attention to detail
<b><u>DUTIES</u></b>	:	Maintain high levels of professionalism and maintain a helpful attitude; Responsible for Manning the IT helpdesk and accurately log all service desk tickets accurately in the service desk software application; Unlock accounts and Resets Passwords; Answer IT helpdesk telephone calls and emails and correctly/accurately allocate to the correct IT technician / team for resolution;

Monitor logged service requests with specific reference to high priority calls; Become familiar with helpdesk policies and service level agreements; Assist in follow up of calls that are out of SLA.

**ENQUIRIES** : National Office Ms L Mothemane (010) 493 2500.

**POST 12/55** : **CONTRACT ADMINISTRATION CLERK: TRAINING REF: 2018/82/OCJ CONTRACT VALID UNTILL 31 MARCH 2019**

**SALARY** : R152 862. – R180 063 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS DUTIES** : National Office: Midrand (SAJEI)  
Grade 12, relevant administrative experience and computer literacy.  
Render general clerical support services to senior management services of South African Judicial Education Institute (SAJEI); Provide supply chain clerical support services within the component; Facilitate the reproduction of the training and education materials; Provide financial administration support services in the component; Establish central filing system; Perform any other support duty as may be required by SAJEI management.

**ENQUIRIES** : National Office Ms L Mothemane (010) 493 2500.

**POST 12/56** : **CONTRACT ADMINISTRATION CLERK: RESEARCH REF: 2018/83/OCJ CONTRACT VALID UNTIL 31 MARCH 2019**

**SALARY** : R152 862 per annum 37% in lieu of benefits

**CENTRE REQUIREMENTS DUTIES** : National Office: Midrand (SAJEI)  
Grade 12, relevant administrative experience and computer literacy.  
Render general clerical support services to senior management services of South African Judicial Education Institute (SAJEI) and Judicial Educators; Provide supply chain clerical support services within the component; Facilitate the reproduction of the training and education materials; Provide financial administration support services in the component; Track and monitor research agenda activities; Establish central filing system; Perform any other support duty as may be required by SAJEI management.

**ENQUIRIES** : National Office Ms L Mothemane (010) 493 2500.

**POST 12/57** : **CONTRACT ADMINISTRATION CLERK (CHIEF EXECUTIVE OFFICE'S) REF: 2018/84/OCJ CONTRACT VALID UNTIL 31 MARCH 2019**

**SALARY** : R152 862 per annum 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS DUTIES** : National Office: Midrand (SAJEI)  
Grade 12, relevant administration experience and computer literacy  
General clerical duties; Provide supply chain clerical support services; manage stationery; maintain an efficient filling system; delivering and tracking of correspondence; ushering of guests; preparation for meetings; follow up on task, perform any other support duty as may be required by the Office of the CEO.

**ENQUIRIES** : National Office Ms L Mothemane (010) 493 2500.

**POST 12/58** : **CONTRACT ADMINISTRATION CLERK (GRAPHIC DESIGNER): COMMUNICATIONS REF: 2018/85/OCJ CONTRACT VALID UNTIL 31 MARCH 2019**

**SALARY** : R152 862 per annum plus 37% in lieu benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office  
Grade 12; the following will serve as an added advantage: design/layout experience, knowledge of graphic design software e.g. Adobe creative suite (illustrator, Photoshop and InDesign (MAC and/or PC), Web, animation and 3-D skills, experience with designing in the print industry advantages. Proficiency in at least two official language; a design portfolio should be submitted with the application of no less than 10 specimens of design work, a valid driver's licence. Skills and competencies: strong design skills; good communication (written and verbal) skills; project management; advanced computer skills; exceptional knowledge of design software; exceptional knowledge of MS Office programs (word, excel and power point), good interpersonal skills; creative thinking; ability to work in multiple projects; attention to detail and the ability to work under pressure.



- DUTIES** : Identify best practices through research and development and case studies to ensure that creative concepts and brand solutions stay relevant. Conceptualize the brief using existing/new templates and formats and develop relevant material. Place images and text within the correct format. Proof check layout, images and logo usage from brief before handing over for loading or printing. Set information correctly for reproduction and printing. Manipulate images when necessary. Develop layouts, articles and documents based on the design brief. Produce the design and production for websites, product graphics, web logos, social media graphics and banners, static and rich banner ads, email campaigns, and email templates. Scan and edit photographs and other images as per design brief. Convert documents to the relevant format.
- ENQUIRIES** : National Office Ms L Mothemane (010) 493 2500.
- POST 12/59** : **CONTRACT ADMINISTRATION CLERK: ASSETS CONTROLLER (16 POSTS) CONTRACT VALID UNTIL 31 MARCH 2019**
- SALARY** : R152 862 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mthatha High Court (1 Post), REF: 2018/86/OCJ  
Grahamstown High Court (1 Post), REF: 2018/87/OCJ  
Gauteng Local Division Johannesburg (2 Posts), REF: 2018/88/OCJ  
Gauteng Division Pretoria (4 Posts), REF: 2018/89/OCJ  
Durban High Court (2 Posts), REF: 2018/90/OCJ  
Pietermaritzburg (2 Posts), REF: 2018/91/OCJ  
Western Cape High Court (2 Posts), REF: 2018/92/OCJ  
Port Elizabeth High Court (1 Post), REF: 2018/93/OCJ  
Free State High Court (1 Post), REF: 2018/94/OCJ
- REQUIREMENTS** : Grade 12, The following will be an added advantage: experience in Asset Management; Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPFA, Supply Chain Management guidelines and other related prescript; Knowledge of the Public Sector procurement process, rules and regulation; A valid driver's licence. Skills and competencies: Accuracy and attention to detail; Computer literacy (MS Office); Good communication skills (written and verbal); Good administration and organizational skills; Good Interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated.
- DUTIES** : Physical verification of all movable assets + Library Books; Identify assets to be disposed and prepare submission to the Provincial Disposal Committee; Facilitate the removal of disposed assets from the premises; Retire approved assets on the JYP asset register system ; Maintain a file for disposed assets; Reconcile the asset register against the scanned data; Update verification result onto the JYP system (description, custodian, location, condition and serial number); Identify, asset not recorded on the register facilitate uploading thereof; Identify, report and investigate unverified assets and advice Court Manager on corrective action to be taken; liaise with Head Office to ensure that all verification result have been successfully updated onto JYP; Monthly confirmation of the lease register; and Physical verification of all leased equipment (photocopiers) and leased motor vehicles.
- ENQUIRIES** : Gauteng: Ms T Mbalekwa (011) 335-0404.  
Bloemfontein: Ms M Luthuli (051) 406 8191  
Eastern Cape: Mr S Mponzo (043) 7265217  
Western Cape: Ms M Baker (021) 469 4000  
Durban: Ms L Marrie (013) 372 3167
- POST 12/60** : **CONTRACT ADMINISTRATION CLERK: RECORDS (14 POSTS) CONTRACT VALID UNTIL 31 MARCH 2019**
- SALARY** : R152 862.per annum plus 37% in lieu benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Kzn Provincial Service Centre: REF NO: 2018/95/OCJ  
Durban High Court REF NO: 2018/96/OCJ  
Pietermaritzburg High Court REF NO 2018/97/OCJ  
Grahamstown High Court REF NO: 2018/98/OCJ  
Gauteng Provincial Centre: REFNO 2018/99/OCJ  
Gauteng Local Division Johannesburg: REF NO: 2018/100/OCJ  
Thohoyandou High Court: REF NO: 2018/102/OCJ



Limpopo Provincial Centre REF NO: 2018/103/OCJ  
 Eastern Cape Provincial Centre REF NO: 2018/104/OCJ  
 Northern Cape High Court REF NO: 2018/105/OCJ  
 Western Cape Provincial Centre REF NO: 2018/106/OCJ  
 Constitutional Court: Braamfontein REF NO: 2018/107/OCJ  
 Bisho High Court REF NO: 2018/108/OCJ  
 Free State High Court REF NO: 2018/109/OCJ

- REQUIREMENTS** : Grade 12 and relevant experience Skills and competencies: Good Communication; (Written and verbal) Computer literacy (MS Office); Good interpersonal skills; Good public relations skills; Ability to work under pressure and solve problems; Accuracy and attention to detail
- DUTIES** : Records management project; verify if each person has the required files and volumes; Open and close files according to the procedures; Request outstanding files from and forward files of transferred employees to other offices/department; Place content in chronological order; Order stationery when required; Book files in and out; File documents; Follow-up files not returned in reasonable time; ensure documents are filed in chronological order, replace worn covers; Any other required function to be performed
- ENQUIRIES** : Gauteng: Ms T Mbalekwa (011) 335-0404.  
 Bloemfontein: Ms M Luthuli (051) 406 8191  
 Eastern Cape: Mr S Mponzo (043) 7265217.  
 Polokwane Ms E Kotze: (015) 230 4051  
 Western Cape: Ms M Baker (021) 469 4000  
 Northern Cape: Ms S. Ruthven (053) 807 2733.  
 Durban: Ms L Marrie (013) 372 3167
- POST 12/61** : **CONTRACT TYPIST: REF 2018/110/OCJ (CONTRACT VALID UNTIL 31 MARCH 2019)**
- SALARY** : R127 851 per annum. Plus 37% in lieu benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Pietermaritzburg High Court  
 : Grade 12, relevant experience; Knowledge of Public Regulations will be an added advantage; Minimum typing speed of 35 wpm; Shortlisted candidates will be required to pass a typing test.
- DUTIES** : Typing of appeals, Court orders, review reports, minutes, circulars and memorandums; Attend to queries and perform other administration duties as may be allocated from time to time.
- ENQUIRIES** : Ms L Marrie (013) 372 3167