

## 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 representativity (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 representativity within the Department. Women and People with Disabilities are encouraged to apply.*

- APPLICATIONS** :
- National Office Midrand and Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685. Enquiries Ms L Mothemane (010) 493 2500
- Kwazulu-Natal:** 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 (031) 372 3167
- 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.
- 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.
- 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. Enquiries: Ms M Baker (021) 469 4000
- Supreme Court of Appeal and Bloemfontein High Court :** 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 8191
- 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 Moetanaló (018) 3977065
- 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. 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: Ms S Ruthven (053) 807 2733.
- CLOSING DATE** : 27 July 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.

**MANAGEMENT ECHELON**

**POST 28/47** : **CHIEF DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES REF NO: 2018/160/OCJ**

**SALARY** : R1 127 334 - R1 347 879 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office (Midrand)

**REQUIREMENTS** : An appropriate qualification (NQF level 7) in Information Technology; A relevant post graduate qualification (Masters in Information Technology) will be an added advantage; 6-10 Years' relevant experience of which 5 years' experience must be at a senior managerial level in Information Technology; A valid driver's license; Willingness to travel; Knowledge and understanding of the ICT environment end-to-end; Knowledge and understanding of ICT infrastructure management including disaster recovery planning; CT management in relation to strategic alignment, value delivery, resources and risk management; Knowledge of the IT service management; Knowledge of the ICT governance; Knowledge of ICT Project management and delivery; Excellent managerial and organisational skills; Innovative and self-driven professional with proven leadership skills; Excellent interpersonal skills; and Ability to perform under pressure. Core Management Competencies: Strategic capability and leadership; Financial management; Programme and project management; People management and empowerment; Change management; Service delivery innovation; client orientation and customer focus; and Communication. Skills and Behavioural Competencies: Analysis, problem solving and sound judgement; Decision making; Managing complexity; Planning and organising; Accountability; Resilience; Customer service orientation; Business performance management; and Organizational resource management.

**DUTIES** : As the Head of the Information and Communication Technology Chief Directorate, the successful candidate will be responsible for providing overall strategic management and leadership in respect of the Information and Communication Technology functions in the Office of the Chief Justice through: Providing strategic leadership on information technology planning and support to the Judiciary and the OCJ; Developing Strategies, Policies, Standards and Procedures ;Directing the overall operations and staff of the ICT function to ensure stable ICT infrastructure and operations; Strategically overseeing the development, monitoring, supporting and optimizing of key functional areas, particularly network infrastructure, security, server infrastructure, data communications and telecommunications systems; Resolving hardware and software related incidents and problems in a timely and accurate manner; Developing and implementing a customer service platform to serve the Department; Participating in vendor contract negotiations for all new computer equipment and software purchases for the Department; Creating a cost-benefit analysis for all projects; Managing the day-to-day operations of the ICT Unit; Establishing and direct the strategic and

tactical goals, policies and procedures for the information technology function; Proposing hardware/software solutions to accomplish the Department's strategic objectives; Identifying user needs and resolve problems; Managing Service Level Agreements; and Undertaking a risk assessment, implementing and maintaining an effective risk management strategy.

**POST 28/48** : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2018/161/OCJ**

**SALARY** : R1 127 334 - R1 347 879 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office (Midrand)  
**REQUIREMENTS** : An appropriate qualification (NQF level 7) in Humanities, Social Sciences (emphasis on Human Resource Management, Public Administration or related qualifications); A relevant post graduate qualification will be an added advantage; 6 to 10 Years' relevant experience of which 5 years' experience must be at a senior managerial level in a human resource management environment; A valid driver's license; Willingness to travel; Excellent understanding and proven ability to implement the Public Service Human Resource Regulatory Framework, directives as well as the laws governing human resources management (Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act); Excellent managerial and organisational skills; Innovative and self-driven professional with proven leadership skills; Excellent interpersonal skills; and Ability to perform under pressure. Core Management Competencies: Strategic capability and leadership; Financial management; Programme and project management; People management and empowerment; Change management; Service delivery innovation; Client orientation and customer focus; and Communication. Skills and Behavioural Competencies: Analysis, problem solving and sound judgment; Decision making; Managing complexity; Planning and organising; Accountability; Resilience; Customer service orientation; Business performance management; and Organizational resource management.

**DUTIES** : As the Head of the Human Resource Management and Development Chief Directorate, the successful candidate will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Development functions in the Office of the Chief Justice through: Managing the development of a strategic HR planning and policy framework that supports the objectives of the Department; Facilitating the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the Department; Managing the promotion of the optimal recruitment, utilization and retention of human resources; Ensuring the provision of human resource support services to operational staff in line with business requirements and departmental strategy; Building capacity through human resource development and performance management; Maintaining an appropriate labour relations environment and relationships with organised labour and other key role-players; Ensuring a workforce that is equitably representative at all levels and compliance with the Employment Equity Act; Facilitating processes for ensuring that the Department has adequate human resource capacity; Promoting employee health and wellness in the Department; Undertaking a risk assessment, implementing and maintaining an effective risk management strategy; Ensuring compliance with the Public Service Act and all prescripts related to human resource management; and Managing resources allocated to the Human Resource Management and Development Unit and administer the performance management and development system.

**ENQUIRIES** : Ms L Mothemane Tel No: (010) 493 2500

**POST 28/49** : **DIRECTOR COURT OPERATIONS REF NO: 2018/162/OCJ**

**SALARY** : R948 174 – R1 116 918 per annum. The successful candidate will be required to sign performance agreement.

**CENTRE** : Northern Cape Provincial Service Centre

**REQUIREMENTS** : An appropriate qualification (NQF level 7) in Public Administration; 5 years relevant experience at middle/senior managerial level; Experience in court management will be an added advantage; A valid driver's license. Skills and competencies: Strategic Capabilities and leadership; Performance management; Project management; Financial management; Knowledge management; Service Delivery Innovation; Problem solving and Analysis; People management and empowerment; Change management; Client Orientation and customer focus Communication; Positive and Innovative; Confidence and the ability to communicate at higher levels, professional; Hard working; Proactive and creative; Ability to work under pressure.

**DUTIES** : Manage court operations; case flow and administrative support services for the High Court; Manage efficient language and interpretation services for the High Court; Manage court facilities; Manage security services and monitor risk for the High Court; Manage quality assurance and auxiliary services at the High Court; Manage and monitor court stakeholder and customers relations; Manage effective utilization of resources at the High Court; ensure and manage collation, submission and reporting on court performance statistics and provide technical support to the Provincial Efficiency and Enhancement Committee (PEEC).

**OTHER POSTS**

**POST 28/50** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: 2018/163/OCJ**

**SALARY** : R697 011 – R821 052 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office Midrand

**REQUIREMENTS** : A three year National Diploma/ B Degree in Security Management, Security Risk Management or in Social Sciences that is security related; PSIRA Grade A-registered an added advantage. Five (5) years direct experience in a significant security-related role managing contracted security service providers including specialised (close protection, CIT, threat and risk assessments) security services of which three (3) years' should be at supervisory level. Proficient in Microsoft Office Suite. A valid driver's licence (minimum code EB). Successful completion of the State Security Agency (SSA) Security Manager's Course. Skills and competencies: Sound written and verbal communication skills, Project management and analytical skills. Knowledge and understanding of applicable legislation including Asset Management; Public Finance Management Act (PFMA); Treasury Regulations and Occupational Health and Safety Act; Management of public funds; Contract management skills; Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems. Ability to work with difficult clients and resolve conflict. Initiative and creativity. Ability to function independently and work extended hours when necessary. Successful completion of a security screening with SSA.

**DUTIES** : Facilitate the implementation of the MPSS and MISS. Coordinate the provision, management and control of security services within the department and the Judiciary. Develop and manage the implementation of security measures, policies and procedures to protect personnel, assets, stakeholders and infrastructure to reduce risks, respond to incidents and limit exposure and liability in all areas of information, financial, physical, personal and reputation risk. Manage the deployment

of effective technology solutions and innovative security management techniques to safeguard the institution's assets, including intellectual property. Manage the policies, procedures and processes to maintain and optimise security equipment deployed at various levels of the institution. Manage the identified and perceived security risks of the institution. Optimal and effective resource management to implement optimal site security instructions at all levels to ensure protection of Judiciary, Executives and managers, employees and public. Maintain database of security related information to assist in strategic decisions and management; Manage, coordinate and oversee the provision of close, in-transit and static protection services; manage and coordinate capacity building and security awareness programmes; Implementation of the department's security policy and Standard operating procedures in conjunction with relevant law enforcement and security-related stakeholders and institutions; SSA Agency, SAPS, Comsec. Management of the outsourced security service providers.

**POST 28/51** : **DEPUTY DIRECTOR AUXILIARY SERVICES REF NO: 2018/164/OCJ**

**SALARY** : R697 011 – R821 052 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Constitutional Court: Braamfontein

**REQUIREMENTS** : A National Diploma/ B Degree in Finance/Internal Auditing/Library Science/Public Management or equivalent qualification; A minimum of at least 5 years' practical experience in the field of financial management; facility management, supply chain management, human resource management, auditing processes, security and risk management and procurement and logistics; A sound understanding of Departmental financial prescripts, legislation, procedure and processes relating to the acquisition and management of assets and library materials, and of the Public Finance Management Act and Public Service Act & Regulations; Knowledge of the Departmental Strategy, Public Service Strategy and other relevant legislation, policies, prescripts and procedures will be an added advantage.

**DUTIES** : Control and manage all financial and supply chain management transactions relating to the acquisition of office furniture, equipment, library books and stock for the Constitutional Court; Monitor the selection of library material and provide assistance to the Finance Committee and Library Committee of the court in this regard; Facilitate the improvement and maintenance of the office and its facilities and library infrastructure; Be involved in all aspects relating to staff management and development and any other duties as determined by the Director of the Court; Develop operational plans; Working closely with the Director to ensure that all transactions performed are audit ready and exercise effective control of over risk management matters in the office; Manage Human Resources, Finance and Physical Resources by training of staff and users on the various finance and facility management aspects; Responsible for budgetary matters and determine the allocation of funds to the various line items of the Constitutional Court in conjunction with the Director and the Finance Committee of the court.

**POST 28/52** : **DEPUTY DIRECTOR LIBRARY SERVICES REF NO: 2018/165/OCJ**

**SALARY** : R697 011 – R821 052 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Division Pretoria

**REQUIREMENTS** : A National Diploma/ B Degree in Library and Information Science; 5 years' experience as a qualified librarian and 3 years' experience in a Law Library or legal experience will be an added advantage. Managing staff; Interpersonal skills and appropriate language and communication skills; Experience in the use of IT to deliver information; Sound knowledge of MS Office (ie. MS Word, Excel & PowerPoint); Hands on experience with

Library OPAC systems, Sabinet Legal Products, LexisNexis Electronic products as well as Jutastat. Skills and competencies: Good Classification, Cataloguing and Indexing Skills; Must be able to work confidently under pressure; Must be able to work in a team; Ability to interact with users; Must have initiative with the ability to prioritise; Must have a sense of responsibility.

**DUTIES** : Professional management and control of human and financial resources of the component; Maintenance and development of legal information resources; Undertake research queries to internal and external users; Cataloguing, classification and indexing using a Library system; Training of staff and users in the use of information resources; Maintenance and management of serial and loose-leaf subscriptions; Acquisitions of books and other materials to support the programme of the Court; Management of information resources – electronic and print; Create and organize an online catalogue/ intranet and other internal systems for retrieval of Information; Provide a Current Awareness Service to primary users to inform them of new legislation, articles and cases; Responsible for budgetary matters; effectively and efficiently correspondence with various stakeholders; Ensure a proper archival and library service within the department; Develop delegations relating to Archival and Library matters (as prescribed by the Departmental Codified Institutions); Formulate policy documents and write standard operating procedures.

**POST 28/53** : **CHIEF REGISTRAR REF NO: 2018/166/OCJ**

**SALARY** : R448 269 – R1 084 437 per annum. MR6 (OSD) The successful candidate will be required to sign a performance agreement.

**CENTRE** : Mahikeng High Court

**REQUIREMENTS** : A four (4) year legal qualification; A minimum of 8 years' appropriate post qualification legal experience; Experience in Court litigation will be an added advantage; proven Leadership and Managerial experience; A valid driver's licence will serve as an added advantage; Skills and competencies: Excellent communication skills (verbal and written); Computer literacy; Numerical Skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service orientated; Interpersonal skills; Conflict Management; Strong Work ethic; Professionalism, ability to work under pressure and meet deadlines.

**DUTIES** : Implement processes to manage and track all cases. Manage reporting on court performance to the Judge President; Provide input on amendments to the 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 thereof; Manage the appointment of sheriffs of the court on an 'ad hoc' basis; Compile training manuals and provide training and mentoring to Registrars and support staff. Stakeholder Management; Supervision of Registrars; Manage Service Level Agreement Framework and Strategic Court Efficiency Projects and Best Practices; Provide supervision of the Information and Case or Court Documentation Management System; Safeguard case records in accordance with prescripts; Manage the service delivery of the planned customer service outcomes (i.e. service levels and standards) for the department. Manage collation and submission of court performance statistics. Perform quasi-judicial functions. Manage PMDS of staff.

**POST 28/54** : **LAW RESEARCHER (X8 POSTS)**

**SALARY** : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement. Contract posts includes 37%in lieu of benefits.

<b><u>CENTRE</u></b>	:	Port Elizabeth High Court Ref No: 2018/167/OCJ Pietermaritzburg High Court Ref No: 2018/168/OCJ Land Claims Court Ref No: 2018/169/OCJ Free State High Court Ref No: 2018/170/OCJ Western Cape High Court Ref No: 2018/171/OCJ Supreme Court Of Appeal: Bloemfontein (X3 Posts) Ref No: 2018/172/OCJ (3 Year Contract)
<b><u>REQUIREMENTS</u></b>	:	A four (4) year legal qualification. A minimum of 1 years' post-qualification work experience in legal research; Knowledge of electronic information resource and online retrieval. Skills and competencies: Excellent communication skills (verbal and written); Computer literacy, research capabilities; Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; Customer service orientated; assertiveness and decisiveness, attention to detail; initiative; ability to remain calm, work under pressure and meet deadlines; Problem solving; Interpersonal relations; Assertiveness and decisive where appropriate.
<b><u>DUTIES</u></b>	:	Conduct legal research as directed by Judges; maintain a repository of research products; Ensure the effective and efficient use of legal materials allocated to the court; Proofreading and citation checking of all draft judgements; prepare draft speeches and or papers for local and international conferences where so requested; Alert Judges of new developments in the law.
<b><u>POST 28/55</u></b>	:	<b><u>EVENTS COORDINATOR REF NO: 2018/173/OCJ</u></b>
<b><u>SALARY</u></b>	:	R356 289 – R419 679 per annum per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Midrand (SAJEI)
<b><u>REQUIREMENTS</u></b>	:	A three year National Diploma in Events Management or equivalent qualification; A minimum of 3 years' experience in providing logistical support to facilitators and trainers; An understanding of the South African criminal justice sector, especially Judiciary; Managing a filing system; Advanced computer literacy; A valid driver's licence. Skills and competencies. Planning and organizing; Interpersonal and diplomacy; Ability to conduct research and gathering of information; Ability to work on specific time-frames; Report writing; Analytical thinking; Good report writing skills; Ability to work under pressure; Good networking and communication skills; Excellent logistical support; Basic financial management; Problem analysis and solving; Knowledge management.
<b><u>DUTIES</u></b>	:	Source venues for training and seminars; Initiate travel arrangements of the delegates and facilitators as per approved program and inform them timeously; Copy and package training materials for the programs; Conduct ushering services at SAJEI events; Prepare training and consolidated evaluation reports after every event; Ensure that all training documents comply with records management policy; Prepare weekly, monthly and quarterly reports; Perform other duties as directed.
<b><u>POST 28/56</u></b>	:	<b><u>PRINCIPAL COURT INTERPRETER</u></b>
<b><u>SALARY</u></b>	:	R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Pietermaritzburg High Court Ref No: 2018/185/OCJ Gauteng Local Division: Johannesburg Ref No: 2018/186/OCJ
<b><u>REQUIREMENTS</u></b>	:	A National Diploma: Legal Interpreting at NQF level 5 or any other equivalent relevant qualification and a minimum of 5 years practical experience in Court Interpreting, with a minimum two years supervisory experience or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting; Proficiency in English and two or more indigenous languages; A valid driver's license will be an added advantage. Knowledge of any foreign language or sign language will be an added advantage; Candidates will be required to undergo oral and

written languages proficiency testing. Skills and competencies: Excellent communication skills; Computer literacy; Good interpersonal relations; Ability to work under pressure and solve problems; Accuracy and attention to detail; Customer services; Planning and organizing skills; Confidentiality; Analytical thinking; Listening skills; Ability to work under pressure, Time management.

**DUTIES** : To render supervisory services in the legal interpreting and language environment. Provide mentoring and coaching to junior/ senior court interpreters. Manage performance of court interpreters (PMDS). Leave management for language services at the high court. Render interpreting in complex and high profile cases, special cases, pre trial conferences, disciplinary hearings and consultations. Translate legal documents and exhibits. Develop related language glossary. Attend to personnel administration aspects of court interpreters. Assist with the reconstruction of courts and records and when it is necessary, Procure foreign language and Casual Interpreters in line with PFMA.

**POST 28/57** : **SENIOR COURT INTERPRETER (X4 POSTS)**

**SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Division Pretoria Ref No: 2018/187/OCJ (X2 Posts)  
Mahikeng High Court Ref No: 2018/188//OCJ  
Free State High Court Ref No: 2018/189/OCJ

**REQUIREMENTS** : A National Diploma: Legal Interpreting at NQF level 5 or equivalent relevant 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 or sign language will be an added advantage; Candidates will be required to undergo oral and written languages proficiency testing. Skills and competencies: Excellent communication skills; Computer literacy; Good interpersonal relations; Ability to work under pressure and solve problems; Accuracy and attention to detail; Customer services; Planning and organizing skills; Confidentiality; Analytical thinking; Listening skills; Time management.; 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 28/58** : **JUDGES SECRETARY (X15 POSTS)**  
(3 Year Contract)

**SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement. Contract posts includes 37% in lieu of benefits

**CENTRE** : Western Cape High Court Ref No: 2018/190/OCJ (X3 Posts) (Permanent)  
Constitutional Court: Braamfontein Ref No: 2018/195/OCJ (Permanent)  
Land Claims Court Ref No: 2018/192/OCJ (Contract)  
Labour Court Johannesburg Ref No: 2018/193/OCJ (X2 Posts) (Contract)  
Gauteng Division Pretoria Ref No: 2018/194/OCJ (X4 Posts) (Contract)  
Durban High Court Ref No: 2018/196/OCJ (Contract)  
Pietermaritzburg High Court Ref No: 2018/197/OCJ (Contract)  
Mahikeng High Court High Court Ref No: 2018/198/OCJ (Contract)  
Gauteng Local Division Johannesburg Ref No: 2018/248/OCJ (Contract)

**REQUIREMENTS** : Grade 12 or equivalent qualification; 3 years secretarial experience; the following will serve as an advantage; a secretarial diploma; a minimum of 20 modules completed towards an LLB, BA or B Com Law Degree; 2 to



3 years legal experience or A four year legal qualification. Research capabilities and Knowledge of law and legal terminology, will serve as an added advantage. The ability to do Dictaphone typing. Typing 35 wpm; A valid driver's license will serve as an added advantage. Skills and competencies: Proficiency in English and Afrikaans; Computer Literacy (MS Word); good communication skills (verbal and written); Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; Good customer service orientated; assertiveness and decisiveness' Attention to detail and accuracy; Initiative; Ability to remain calm under pressure;

**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.

**NOTE** : Shortlisted candidates will be required to pass a typing test.

**POST 28/59** : **LIBRARIAN REF NO: 2018/199/OCJ**

**SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Mahikeng High Court

**REQUIREMENTS** : A National Diploma/B Degree in Library Science or equivalent qualification; Knowledge of Library and Information Science; Prescripts and legislation, procedure and processes, Library Science; Minimum of two years' experience in Library and information systems; 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 28/60** : **REGISTRAR (X19 POSTS)**

**SALARY** : R242 064 – R867 399 per annum. OSD (MR3 – MR5). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Western Cape High Court Ref No: 2018/174/OCJ (X2 Posts)

Gauteng Division Pretoria Ref No: 2018/175/OCJ (X6 Posts)  
 Gauteng Local Division Johannesburg Ref No: 2018/176/OCJ (X1 Post)  
 Durban High Court Ref No: 2018/177/OCJ (X2 Posts)  
 Pietermaritzburg Ref No: 2018/178/OCJ (X1 Post)  
 Bloemfontein High Court Ref No: 2018/179/OCJ (X2 Posts)  
 Mthatha Ref No: 2018/180/OCJ (X1 Post)  
 Labour Court Port Elizabeth Ref No: 2018/181/OCJ (X1 Post)  
 Grahamstown Ref No: 2018/182/OCJ (X1 Post)  
 Thohoyandou Ref No: 2018/183/OCJ (X1 Post)  
 Polokwane Ref No: 2018/184/OCJ (X1 Post)

**REQUIREMENTS** : A four (4) year legal qualification; 2- 8 years' post qualification legal experience, Superior Court or litigation experience will be an advantage; Skills and competencies: Excellent communication skills (verbal and written); Computer literacy Numerical Skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service orientated; Interpersonal skills; Conflict Management; Strong Work ethic; Professionalism, ability to work under pressure and meet deadlines.

**DUTIES** : Co-ordination of Case Flow Management and support to the Judiciary; Manage the issuing of all processes initiating court proceedings; Co-ordinate Appeals and reviews; process unopposed divorces and the facilitation of Pre-Trial conferences; Quality Check Criminal Record books; Authenticate signatures of legal practitioners, notaries and sworn translators; Supervision and management of subordinates; Provide practical training and assistance to the registrars' clerks; Ensure annotation of relevant publications, codes, acts and rules; attend to and execute requests from the Judiciary in connection with cases and case-related matters; exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation; manage submission of statistics to the Chief Registrar; attend to taxations including reviews; process and grant judgments by default; assist the public with court procedures; process reviews and appeals (civil and criminal); attend to and oversee general public queries or correspondence; attend to judicial support functions; issue court orders; attend to office management.

**POST 28/61** : **COURT INTERPRETER (X8 POSTS)**

**SALARY** : R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Mthata High Court Ref No: 2018/200/OCJ (X2 Posts)  
 North West High Court Ref No: 2018/201/OCJ (X1 Post)  
 Land Claims Court Ref No: 2018/202/OCJ (X1 Post)  
 Labour Court Johannesburg Ref No: 2018/203/OCJ (X1 Post)  
 Labour Court Durban Ref No: 2018/204/OCJ (X1 Post)  
 Labour Court Cape Town Ref No: 2018/205/OCJ (X1 Post)  
 Gauteng Local Division Johannesburg Ref No: 2018/249/OCJ (X1 Post)

**REQUIREMENTS** : A Grade 12/ NQF level 4, Proficiency in one or more indigenous languages, Proficiency in English and/or Afrikaans; Three months practical experience will be an added advantage. Knowledge of any foreign language or sign language will be an added advantage. Skills and competencies: Excellent communication skills; Computer literacy; Good interpersonal relations; Ability to work under pressure and solve problems; Accuracy and attention to detail; Customer services; Planning and organizing skills; Confidentiality; Analytical thinking; Listening skills; Time management.

**DUTIES** : Render Interpreting services in criminal court, civil court, labour and Quasi proceedings; interpreting during consultation; Assist with reconstruction of court records; Develop terminology; Coin words, perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.

<b><u>POST 28/62</u></b>	:	<b><u>REGISTRAR'S CLERK (X10 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Durban High Court Ref No: 2018/206/OCJ (X1 Post) Labour Court Durban Ref No: 2018/207/OCJ (X1 Post) Western Cape High Court Ref No: 2018/208/OCJ (X3 Posts) Labour Court Johannesburg Ref No: 2018/209/OCJ (X1 Post) Mthatha High Court Ref No: 2018/210/OCJ (X1 Post) Grahamstown High Court Ref No: 2018/211/OCJ (X1 Post) Port Elizabeth High Court Ref No: 2018/212/OCJ (X1 Post) Mahikeng High Court Ref No 2018/213/OCJ (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Computer Literacy; Experience in Clerical/ administration functions will be an added advantage. Skills and competencies: 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 support services to case flow management; 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; Filing 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>POST 28/63</u></b>	:	<b><u>ADMINISTRATION CLERK: CRT (X8 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Grahamstown High Court Ref No: 2018/214/OCJ (X1 Post) Durban High Court Ref No: 2018/215/OCJ (X1 Post) Free State High Court Ref No: 2018/216/OCJ (X2 Posts) Gauteng Division Johannesburg Ref No: 2018/217/OCJ (X1 Post) Supreme Court of Appeal: Bloemfontein Ref No: 2018/218/OCJ (X2 Posts) Mahikeng High Court Ref No 2018/219/OCJ (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.

<b><u>POST 28/64</u></b>	:	<b><u>ADMINISTRATION CLERK: SECURITY VETTING REF NO: 2018/220/OCJ</u></b>
<b><u>SALARY</u></b>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Midrand
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Knowledge of clerical duties, practices as well as the ability to capture data and collecting statistics will be an added advantage. Skills and competencies: Communication skills; Computer; Planning and organisation.
<b><u>DUTIES</u></b>	:	Assist with administration and safekeeping of all security vetting files in the Department; Render general clerical support services within Risk Management; Administration of correspondence within Risk Management.
<b><u>POST 28/65</u></b>	:	<b><u>TELECOM OPERATOR (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Labour Court Johannesburg Ref No: 2018/221/OCJ Gauteng Division Pretoria Ref No: 2018/222/OCJ
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; 0-2 years' experience in the operation of switchboard. Experience in Clerical / Administrative function will be an added advantage. Skills and competencies: Interpersonal and organizational skills; Computer literacy; Ability to work under pressure and in a team.
<b><u>DUTIES</u></b>	:	Handle incoming and outgoing calls, take and convey messages; Test the switchboard consoles; Update departmental telephone directory; Record and maintain the register for security-related matters; Ensure proper maintenance of the switchboard equipment; Prepare the telephone printouts for private calls and keep records and statistics thereof.
<b><u>POST 28/66</u></b>	:	<b><u>DATA CAPTURER</u></b> Contract valid till 31 March 2019
<b><u>SALARY</u></b>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement. Contracts includes 37% in lieu of benefits.
<b><u>CENTRE</u></b>	:	Northern Cape High Court Ref No: 2018/223/OCJ (Contract) Mahikeng High Court Ref No: 2018/224/OCJ (Contract) Limpopo High Court Ref No: 2018/225/OCJ (Contract) Thoyandou High Court Ref No: 2018/226/OCJ (Contract) Free State High Court Ref No: 2018/227/OCJ (Contract) Durban High Court Ref No: 2018/228/OCJ (Contract) Pietermaritzburg High Court Ref No: 2018/229/OCJ (X2 Posts) (Contract) Western Cape High Court Ref No: 2018/230/OCJ (X2 Posts) (Contract) Eastern Cape Ref No: 2018/231/OCJ (X3 Posts) (Contract) Local Division Pretoria Ref No: 2018/232/OCJ (X2 Posts) (Contract) Division Johannesburg Ref No: 2018/233/OCJ (X2 Posts) (Contract) Constitutional Court Ref No: 2018/234/OCJ (Contract) Supreme Court of Appeal Ref No: 2018/235/OCJ (Contract) Labour Court Port Elizabeth Ref No: 2018/236/OCJ (Contract) Gauteng Division Pretoria Ref No: 2018/239/OCJ (Permanent) Port Elizabeth High Court Ref No: 2018240/OCJ (Permanent)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification; Computer literacy, National Diploma, Degree in Public Admin/ IT will be an added advantage Skills and competencies: Good communication skills; Excellent in Microsoft office software Ability to analyze statistics, ability to work under pressure.
<b><u>DUTIES</u></b>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness

and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Retrieve information required.

- POST 28/67** : **REGISTRY CLERK REF NO: 2018/245/OCJ**
- SALARY** : R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Pietermaritzburg High Court  
Grade 12 or equivalent qualification; National Diploma, Degree in Public Admin will be an added advantage; Knowledge and understanding of Record Management and Archive policies, procedures, regulations; A valid driver's licence and knowledge of Persal will be an added advantage. Skills and competencies: Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness; Ability to work under pressure, proficient with Ms Office software.
- DUTIES** : Render an effective filing and record management service: Open and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index / Filing plan according to regulatory framework; Record receipt, Maintain safe custody and protection of files and records; Identify files and records for archiving; Allocate file reference numbers and maintain various control registers.
- POST 28/68** : **TYPIST REF NO: 2018/246/OCJ**
- SALARY** : R136 800 – R161 148 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mahikeng High Court  
Grade 12 or equivalent qualification; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; shortlisted candidates will be required to pass a typing test. Skills and Competencies; Computer Literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure
- DUTIES** : Type reports; appeals; court orders; reviews; minutes; circulars; and memorandums and general correspondence; attend to queries and perform any other administration duties as allocated.
- POST 28/69** : **LIBRARY ASSISTANT REF NO: 2018/247/OCJ**
- SALARY** : R136 800 – R161 148 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Local Division: Johannesburg  
Grade 12; Experience in Law Library will be an added advantage. Skills and Competencies: 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 matter.