

OFFICE OF THE CHIEF JUSTICE

The Office of Chief Justice is an equal opportunity employer. In the filling of advertised posts the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, (Act 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities are encouraged to apply.

**APPLICATIONS**

- National Office: Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685. Enquiries: Mr E Moeng/Ms D Botha/Ms C Gideon/Ms L Mothemane (010) 493 2500/2528/2533
- Eastern Cape:** Quoting the relevant reference number, direct your application to: The 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) 726 5217
- 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, Durban. Enquiries: Ms L Marrie (031) 372 3164
- Bloemfontein and Supreme Court of Appeal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein, 9301. Enquiries: Ms MA Luthuli/ Ms N De La Rey (051) 406 8100
- Gauteng:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Corner Pritchard and Kris street, Johannesburg. Enquiries: Ms T Mbalekwa (011) 335-0404
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head: Office of the Chief Justice, Private Bag X11249, Nelspruit, 1200. Applications can also be hand delivered to: Office of the Chief Justice, Provincial Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit. Enquiries: MR MV Maeko (013) 753 9337
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head: Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens, Mafikeng. Enquiries: Mr L Moetanalo (018) 397 7065

CLOSING DATE
NOTE

- : 11 January 2019
- : Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. 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 are 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 shortlisted 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 or email, will not be considered or accepted.

MANAGEMENT ECHELON

<u>POST 50/35</u>	:	<u>CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: 2018/347/OCJ</u>
<u>SALARY</u>	:	R1 189 338 – R1 442 012 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA; 5 Years' experience in a senior managerial post; 5 Years' working experience in leading strategy development processes and systems for an organization; Working experience in Communication / Public Relations; and a valid driver's license. Technical Competencies: Working knowledge of customer focus strategies and service systems; Knowledge of setting targets; developing performance measures; gathering, analysing and interpreting performance data; Broad understanding of planning, forecasting, coordination and decision making processes; and Mathematical and statistical knowledge. Skills: Analytical skills; Organisational skills; Decision making skills; Interpersonal skills; and Communication skills. Behavioral Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; and Client orientation and customer focus.
<u>DUTIES</u>	:	Oversee the provision of strategy and planning services by: Managing the design, maintenance and implementation of an effective strategic planning framework; Managing and compiling strategic, annual and operational plans; Supporting units on relevant information, policy development processes and maintaining a repository; Managing the development, implementation and monitoring of service delivery improvement initiatives. Oversee the provision of monitoring and evaluation by: Designing and maintaining a monitoring and evaluation framework and systems; Managing the compilation of institutional performance and strategic reports; Evaluating departmental programmes and projects; and advising the Department on quality control. Oversee the provision of communication and media liaison services by: Managing the provision of internal and external communication services; Managing the provision of language services; and managing the provision of content and media liaison support.
<u>ENQUIRIES</u>	:	Mr E Moeng Tel No: (010) 493 2500
<u>POST 50/36</u>	:	<u>CHIEF DIRECTOR: INTERNAL AUDIT REF NO: 2018/348/OCJ</u>
<u>SALARY</u>	:	R1 189 338 – R1 442 012 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognised by SAQA; BCom Accounting /Internal Auditing/Auditing or equivalent qualification; Professional certification as a Certified Internal Auditor; A postgraduate qualification (NQF Level 8) will be an added advantage; Registered with professional bodies for internal auditors; 5 -10 Years' experience in an auditing environment of which at least 5 years' experience must be at Senior Management level; and a valid driver's license. Technical Competencies: Knowledge of Internal Audit, accounting principles, practices and business practices; Knowledge of the Public Finance Management Act and Treasury Regulations; Knowledge of Standards for Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditors; and Understanding of relevant Public Service prescripts. Behavioural Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; and Problem solving and analysis.
<u>DUTIES</u>	:	Develop and oversee the implementation of the Internal Audit strategy and performance plans by: Conducting research on best practices; Ensuring compliance with prescripts and conformance to standards; Delegating, guiding, coaching and mentoring; and managing the conducting of risk assessments. Develop the audit policies and operating frameworks by: Conducting research on

best practices; Ensuring compliance with prescripts and conformance to standards; Delegating, guiding, coaching and mentoring; and manage the conducting of risk assessment. Manage the provision of Internal Audit (IT, Performance, Governance, Compliance, Financial Audits) and Forensic investigation services by: Planning and conducting a comprehensive internal audit program; Managing the evaluation of internal control and compliance audits; Monitoring and evaluating governance processes; Managing the conducting of Information Technology (IT) audits; Investigating of improprieties; Conducting review of circumstances of potential fraud and theft; Making recommendations for management corrections, actions and improvement of control systems; Liaising with key law enforcement stakeholders; and Managing the conducting of audit and investigation reports. Provide technical advisory and secretariat support services to the Audit and Risk Committee by: Developing an Audit Committee charter; Communicating the recommendations and decisions of Audit and Risk Committee to relevant stakeholders; Facilitating the appointment of Audit and Risk Committee members; Ensuring the remuneration of Audit and Risk Committee members; Providing administrative and secretariat support to Audit and Risk Committee; Ensuring that the Audit programme complies with the relevant laws and regulations and requirements of the Institute of Internal Auditors' standards; and Developing risk management policies, plans and terms of reference. Facilitate and providing risk assessments and advice by: Conducting research on risk assessment; Compiling risk profiling reports; Ensuring compliance with prescripts; and Delegating, guiding, coaching and mentoring.

- ENQUIRIES** : Mr E Moeng Tel No: (010) 493 2500
- POST 50/37** : **DIRECTOR: COURT OPERATIONS REF NO: 2018/349/OCJ**
- SALARY** : R1 005 063 – R1 183 932 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Centre: Eastern Cape
- REQUIREMENTS** : An appropriate under graduate qualification (NQF 7) as recognized by SAQA; 5 Years' experience at middle / senior management level; Experience in court management will be an added advantage; and a valid driver's license. Technical /Competencies: Knowledge of the functioning of the Courts; Knowledge of case management; Knowledge of library and research services; and Understanding of relevant Public Service prescripts. Behavioural Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; and Client orientation and customer focus.
- DUTIES** : Manage administrative support to Courts in the Division of the High Court; Manage the provisioning of case management support to Courts in the Division of the High Court; Manage the provisioning of library and research services; Manage case and court records; Manage, monitor and evaluate the administrative functioning of Courts in the Division of the High Court; Manage quality assurance and auxiliary services; Manage transcriptions and language services; and Manage utilisation of resources.
- ENQUIRIES** : MS D Botha Tel No: (010) 493 2500
- POST 50/38** : **DIRECTOR: RESEARCH AND CURRICULUM DEVELOPMENT (SAJEI) REF NO: 2018/350/OCJ**
- SALARY** : R1 005 063 – R1 183 932 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : An LLB qualification (NQF level 7), LL.M will be an added advantage; 5 Years' relevant experience at middle/senior management level; Experience in Legal research; A valid driver's license; Understanding of criminal justice environment and judicial education will be an added advantage;. Technical Competencies: Knowledge of relevant legislation; Knowledge of conducting field work research; data analysis and excellent report writing; Practical knowledge of curriculum & training material design; Ability to develop and review training materials on legal

education; Advanced computer literacy, research capabilities and organizational skills. Behavioural Competencies: Strategic Capability and leadership; Project management; Financial Management; Knowledge management; Service delivery innovation; Problem Solving and analysis; People management and empowerment; Change management; Client orientation and customer focus and Communication.

- DUTIES** : Manage and oversee all functions in relation to Judicial curriculum development, design, monitoring, quality assurance, training and review; Lead the development and review of Judicial education material in line with legislative and policy changes; Manage the identification of training needs for the Judiciary and other relevant stakeholders; Develop and implement blended learning approach and instructional methodology (online, face-to-face and peer-to-peer learning); Develop and manage research activities as identified in the financial year research agenda; Maintain repository of all SAJEI research outputs; Manage the SAJEI journal & provide support to the editorial board; Performance management function in relations to staffing, resources and reporting.
- ENQUIRIES** : MS P Mogale Tel No: (010) 493 2500

OTHER POSTS

- POST 50/39** : **DEPUTY DIRECTOR: AUXILIARY SERVICES REF NO: 2018/353/OCJ**
- SALARY** : R697 011 – R821 085 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Supreme Court of Appeal: Bloemfontein
- : A National Diploma/ Bachelor 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 relevant financial prescripts, procedure and processes relating to the acquisition and management of assets and library materials, Knowledge of the Departmental Strategy, Public Service relevant prescripts and procedures will be an added advantage.
- DUTIES** : Control and manage all financial and Supply Chain Management transactions relating to the acquisition of the office furniture, equipment, library books and stock for the Supreme Court of Appeal; Ensure that all processes relating to Asset Management are dealt with fully and in line with the relevant circulars and Standard Operating Procedures; Monitor the selection of library material and provide assistance to the Finance and Library Committees 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 of the Court to ensure that all transactions performed are audit ready and exercise effective control 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 Supreme Court of Appeal in conjunction with the Director of the Court and the Finance Committee of the court.
- ENQUIRIES** : Ms MA Luthuli/ Ms N De La Rey Tel No: (051) 406 8100
- POST 50/40** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2018/354/OCJ**
- SALARY** : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
- : A three year National Diploma/ Bachelor Degree in Supply Chain Management or relevant qualification; Three (3) to five (5) years' experience in Supply Chain Management of which two (2) years must be at a supervisory level. Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act, Treasury

		Regulations etc. In-depth knowledge of financial systems, e.g. LOGIS. A valid driver's licence. Skills and competencies: Creative and analytical thinking; Customer services orientation; Ability to work independently and function as part of a team when required; Ability to work under pressure and meet deadlines; Leadership capabilities; Assertiveness and decisiveness, where applicable; Confidentiality; Strong interpersonal relations, Decision making.
<u>DUTIES</u>	:	Facilitate and monitor the administration of contracts; Coordinate and review the processing of requisitions for goods and services as well as receiving of goods; Facilitate and ensure the monitoring of commitments; Facilitate and ensure proper management of payments made to creditors; Facilitate the provision of logistics services and store management services; manage human resources. Monitor and oversee that commitment reports are drawn monthly from system.
<u>ENQUIRIES</u>	:	Ms C Gideon/ Ms LM Mothemane Tel No: (010) 493 2500
<u>POST 50/41</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 2018/356/OCJ</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	A three year National Diploma/ Degree in Supply Chain Management or any equivalent qualification, (3) Three – (5) Five years' experience in Supply Chain Management of which two years should be at a supervisory level. Experience in Bid administration will be an added advantage. Knowledge of Public Service Policy Frameworks, in-depth knowledge of the Public Finance Management Act (PFMA), BBB-EE regulations, Treasury Regulations, Supply Chain Management Regulations, notes, circulars, Experience in Acquisition of Goods and Services, Demand Management; Computer Literacy: Excel, MS Word, Outlook, PowerPoint; In-depth knowledge of Supply Chain Management Systems, e.g. LOGIS. A valid driver's license. Skills and Competencies: Knowledge of relevant legislation; Ability to meet deadlines; the ability to work under pressure, and preparedness to work overtime when required as well independently.
<u>DUTIES</u>	:	Facilitate development of Demand Management Plans; Facilitate the development of procurement plan; Facilitate Bid administration; Facilitate Supply Chain Management reporting on bids; Supervise.
<u>ENQUIRIES</u>	:	Ms C Gideon/ Ms LM Mothemane Tel No: (010) 493 2500
<u>POST 50/42</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 2018/358/OCJ</u> Re-advert (candidates who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mbombela High Court
<u>REQUIREMENTS</u>	:	Grade 12 and a National Diploma: in Legal Interpreting or equivalent relevant qualification in the field of languages and a minimum of 5 years practical experience in Court Interpreting, with a minimum 2 years supervisory experience. Proficiency in English and two or more indigenous languages. A valid driver's license. Knowledge of any foreign or sign language will be an added advantage. Candidates will be required to undergo oral and 4 written languages proficiency testing. Skills and Competencies: Excellent communication skills, Computer literacy, Good interpersonal relations, Ability to work under pressure and problem solving skills. Accuracy and attention to detail, Customer services, Planning and organizing skills, Confidentiality, Analytical thinking, Listening skills, Ability to work under pressure and time management.
<u>DUTIES</u>	:	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. Leave management for language services at the high court. Render interpreting services in complex and high profile cases, special cases, pre trial conferences, disciplinary hearings and consultations. Assist with the reconstruction of court records. Attend to personal administrative aspects, control and supervision of Interpreters.
<u>ENQUIRIES</u>	:	Mr MV Maeko Tel No: (013) 753 9337

<u>POST 50/43</u>	:	<u>JUDGES' SECRETARY (X4 POSTS)</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State High Court: Bloemfontein Ref No: 2018/359/OCJ Durban High Court Ref No: 2018/360/OCJ Labour Court Durban Ref No: 2018/361/OCJ Grahamstown High Court Ref No: 2018/362/OCJ
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification; 3 Years' secretarial experience. The ability to do Dictaphone typing. Typing of 35 words per minute. Understanding the filing system; a valid driver's license. Skills and Competencies: Proficiency in English. Computer Literacy (MS Word), Good communication skills (verbal and written), Administrative and organizational skills. Problem solving and planning skills. Decision making skills, and time management skills. Good customer service orientated, Assertiveness and decisiveness'. Attention to detail and accuracy. Initiative, and the ability to work under pressure.
<u>DUTIES</u>	:	Typing (or format) of draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing); Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to the Courts; Management of Judge's vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge's library and updating of documentation; Execute legal research as directed by the Judge; and comply with Prescripts, Departmental policies, Procedures and Guidelines.
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a typing test.
<u>POST 50/44</u>	:	<u>JUDGES SECRETARY REF NO: 2018/363/OCJ</u> (Contract valid till 31 March 2019)
<u>SALARY</u>	:	R242 475 – R285 630 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Gauteng Local Division, Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12, LLB, or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must be attached, 1 to 3 years Secretarial experience or Office Assistant, A valid driver's license. Shortlisted candidates will be required to pass a typing test; Skills and Competencies: Proficiency in English; Good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure and attention to detail; Customer care service skills and excellent typing skills; Confidentiality and time management; Computer literacy (MS Word) and Research capabilities.
<u>DUTIES</u>	:	Typing (or format) of draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing); Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to the Courts; Management of Judge's vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge

		and his or her visitors and attend to their needs; Management of Judge's library and updating of documentation; Execute legal research as directed by the Judge; and comply with Prescripts, Departmental policies, Procedures and Guidelines.
<u>ENQUIRIES</u>	:	Ms T Mbalekwa Tel No: (011) 335-0404
<u>POST 50/45</u>	:	<u>CONTRACT JUDGES SECRETARY</u> (3 Year Contract)
<u>SALARY</u>	:	R242 475 – R285 630 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Land Claims Court (Randburg) Ref No 2018/364/OCJ (X1 Post) Gauteng Local Division Johannesburg Ref No: 2018/365/OCJ (X3 Posts) Gauteng Division, Pretoria Ref No: 2018/366/OCJ (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12, LLB, or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must be attached, 1 to 3 years Secretarial experience or Office Assistant, A valid driver's license. Shortlisted candidates will be required to pass a typing test; Skills and Competencies: Proficiency in English; Good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure and attention to detail; Customer care service skills and excellent typing skills; Confidentiality and time management; Computer literacy (MS Word) and Research capabilities.
<u>DUTIES</u>	:	Typing (or format) of draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing); Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar; Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to the Courts; Management of Judge's vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge's library and updating of documentation, Execute legal research as directed by the Judge; and comply with Prescripts, Departmental policies, Procedures and Guidelines.
<u>POST 50/46</u>	:	<u>CONTRACT POOL JUDGES' SECRETARY</u> (1 Year Contract)
<u>SALARY</u>	:	R242 475 – R285 630 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Gauteng Division Pretoria Ref No: 2018/367/OCJ (X2 Posts) Gauteng Local Division Johannesburg Ref No: 2018/368/OCJ (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12, LLB, or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must be attached, 1 to 3 years Secretarial experience or Office Assistant, A valid driver's license. Shortlisted candidates will be required to pass a typing test; Skills and Competencies: Proficiency in English; Good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure and attention to detail; Customer care service skills and excellent typing skills; Confidentiality and time management; Computer literacy (MS Word) and Research capabilities.
<u>DUTIES</u>	:	Typing (or format) of draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing); Arrange and diarize appointments, meetings for official visits and make travel and accommodation arrangements; Safeguarding of all case files and the endorsement of case files with an order made by Judge; Update files, documents and provide copies of documents to the Registrar;

Perform digital recording of court proceedings on urgent court cases after hours and ensure integrity of such recordings; Store, keep and file court records safely; Accompany the Judge to the Courts; Management of Judge's vehicle, logbook and driving thereof; Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management; Arrange receptions for the Judge and his or her visitors and attend to their needs; Management of Judge's library and updating of documentation; Execute legal research as directed by the Judge; and comply with Prescripts, Departmental policies, Procedures and Guidelines.

- POST 50/47** : **SENIOR COURT INTERPRETER (X3 POSTS)**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : North West High Court: Mmabatho Ref No: 2018/369/OCJ
Mbombela High Court Ref No: 2018/370/OCJ (Re-Advert)
Pietermaritzburg High Court Ref No: 2018/371/OCJ
- REQUIREMENTS** : Grade 12 and a National Diploma in Legal Interpreting or equivalent relevant qualification in the field of languages and a minimum of 3 years practical experience in Court Interpreting or Grade 12 and ten (10) years practical experience in Court Interpreting; Proficiency in English and two or more indigenous languages; A valid driver's license and knowledge of foreign 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 (written and verbal); Computer literacy (MS Office); 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 and the ability to work under pressure.
- DUTIES** : Render Interpreting services in Criminal, civil, labour and Quasi-judicial court proceedings; Interpreting during consultation; Translate legal documents and exhibits; Assist with reconstruction of court record. Develop terminology, coin words, control and supervision of interpreter. Perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.
- POST 50/48** : **REGISTRAR REF NO: 2018/357/OCJ**
- SALARY** : (MR3 – MR5) R242 064 – R867 399 per annum. (Salary will be in accordance with Occupation Specific Dispensation determination). Applicant must attach a service certificate/s for determination of their experience.
The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mthata High Court
- REQUIREMENTS** : A four (4) year legal qualification; a minimum of 2 years' legal experience obtained after qualification, Superior Court or litigation experience will be 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 ethics; Professionalism, ability to work under pressure and meeting of 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 checks on Criminal Record books; Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators; Supervision and management; 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. Mr S Mponzo Tel No: (043) 726 5217
<u>ENQUIRIES</u>	:	
<u>POST 50/49</u>	:	<u>REGISTRAR'S CLERK (X4 POSTS)</u>
<u>SALARY</u>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	North West High Court: Mmabatho Ref No: 2018/372/OCJ Gauteng Local Division: Johannesburg Ref No: 2018/373/OCJ (X1 Post) Durban High Court: Ref No: 2018/355/OCJ
<u>REQUIREMENTS</u>	:	Grade 12; 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.
<u>DUTIES</u>	:	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, analyse and issue 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; Deal with correspondence and attend to general public enquiries; Issue all processes that initiate court proceedings; Prepare and send cases 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.
<u>POST 50/50</u>	:	<u>ADMINISTRATION CLERK (DCRS) REF NO: 2018/374/OCJ</u>
<u>SALARY</u>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Grahamstown High Court
<u>REQUIREMENTS</u>	:	Grade 12. Skills and Competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer Literacy; Planning and organisation; Good verbal and written communication.
<u>DUTIES</u>	:	Render general clerical support services; Provide supply chain 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 as and when required, keep and maintain the incoming and outgoing document register of the component.