OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 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 Women and 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.

KwaZulu-Natal/Pietermaritzburg: 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.

Free State: Bloemfontein/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.

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.

CLOSING DATE: 25 October 2019

NOTE: 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.

ERRATUM: Kindly note that post of Law Researcher, Ref no: 2019/571/OCJ advertised in Public Service Vacancy Circular 33 dated 13 September with a closing date of 27 September 2019, the requirements and duties are amended as follows: REQUIREMENTS: An LLB degree or four year recognized legal qualification; Sound knowledge of domestic and international legal databases. Library and book-based research knowledge 1-year relevant legal research experience; A valid driver’s licence will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organising ability; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. DUTIES: Conduct legal research as required by the Judges and other personnel of the Court; Perform proof reading functions, drafting of speeches, conference notes and legal articles; Monitoring and bringing to the attention of Judges of the Court recent developments in case law and jurisprudence; Checking judgments for style and accuracy of citations; Perform quasi-judicial functions; Attend to additional duties as assigned. We apologise for the inconvenience caused.
MANAGEMENT ECHELON

POST 36/94

DIRECTOR: HUMAN RESOURCE PRACTICES AND ADMINISTRATION

REF NO: 2019/584/OCJ

SALARY

R1 057 326 per annum (All-inclusive remuneration package) the successful candidate will be required to sign a performance agreement.

CENTRE

National Office: Midrand

REQUIREMENTS

An NQF Level 7 qualification (Bachelor's degree in Human Resources Management/Administration) Five (5) years' relevant experience at middle/senior managerial level and a valid driver's licence; Relevant and extensive work experience in Human Resource Practices and Administration, with a specific focus on recruitment and selection, conditions of service and benefits Knowledge and good understanding of the Public Service Act and Regulations as well as the relevant public service prescripts, the Public Finance Management Act including Treasury Instructions and Regulations Knowledge and good understanding of policy development, review and implementation Behavioural Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Service Delivery Innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communications (verbal and written).

DUTIES

Management of recruitment and selection by developing strategic sourcing interventions in order to attract the right talent, building talent pipelines for current and future job openings, forecasting hiring needs based on the Departmental needs and plans, preparing and monitoring the recruitment reports and budget, developing, reviewing and implementation of recruitment policy, procedures, processes and standard operating procedures (SOPs) to ensure efficient and effective service delivery Management of compensation and the conditions of service of employees by ensuring effective processing and implementation of allowances, leave, housing, pension, overtime, service terminations, long service recognition etc.), Development, review and implementation of policies, processes, procedures and standard operating procedures (SOPs) related to conditions of service and benefits, compiling of relevant reports and databases to enable effective management decision making Management of human resource personnel records by ensuring proper document management, establishing record management system, storing and controlling personnel records and files. Management of risk by proactively identifying and analysing the risk areas related to recruitment, conditions of service and benefits, dealing with audit findings and implementation of mitigating action plans, creating risk awareness amongst staff by providing support and training on recruitment, conditions of service and benefits.

ENQUIRIES

Ms C Gideon Tel No: (010) 493 2500/2528

POST 36/95

DIRECTOR: RESEARCH AND CURRICULUM DEVELOPMENT

REF NO: 2019/585/OCJ

Re-Advertisement Candidates who previously applied are encouraged to re-apply

SALARY

R1 057 326 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE

National Office: Midrand (SAJEI)

REQUIREMENTS

A Degree in Social Sciences or equivalent qualification (NQF level 7) An LLB will be an added advantage Five (5) years' experience at middle/senior management level Scientific and technical knowledge of research ranging from data collection, data analysis and report writing Practical experience of initiating and leading research projects Proven experience in conducting empirical research, data analysis and report writing Experience in development and review of training materials in Judicial or legal education Understanding of criminal justice environment and judicial education a valid driver's licence Technical Competencies: Knowledge of empirical legal research Ability to develop and review training materials on legal education Advanced computer literacy, research capabilities and organizational skills Behavioural Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and analysis;
People management and empowerment; Client orientation and customer focus; Communications (verbal and written).

**DUTIES**: Manage and oversee all functions in relation to judicial education curriculum development, design, monitoring and review. Provide high quality research output in support of judicial training. Manage publications and provide support to Editorial Committees. Develop and implement blended learning approach and instructional methodology (online, face-to-face and peer-to-peer learning). Ensure efficient financial, human and risk management in line with applicable prescripts.

**ENQUIRIES**: Ms C Gideon Tel No: (010) 493 2500

**OTHER POSTS**

**POST 36/96**: CONTRACT SENIOR STRATEGIC PLANNING OFFICER REF NO: 2019/587/OCJ

(Contract valid until 31 March 2020)

**SALARY**: R316 791 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

**CENTRE**: National Office: Midrand

**REQUIREMENTS**: An appropriate 3 year National Diploma/Bachelor's Degree in Strategic Management and/or Public Administration. A post-graduate qualification will be an added advantage. A minimum of three years’ relevant experience in Strategic Planning and/or Monitoring and Evaluation. Technical knowledge and Competencies: Knowledge and experience in the application of the provisions of the relevant legislation in the Public Service, Policy analysis and development, Analytical skills, Communication skills (verbal and written), Project management, presentation and facilitation skills, Strategic planning skills, Business process modelling. Behavioural Competencies: Analytical thinking skills, Problem solving and decision making skills, Innovative and creative. People management, development and empowerment skills, financial management and budgeting skills, Client orientation and customer focus, result-driven Change management, knowledge management, computer literacy.

**DUTIES**: Facilitating and coordinating the development of the Department’s strategic plans and annual performance plans. Conducting the Environmental Analysis for the OCJ and the Superior Courts. Coordinating the development of operational plans by the units within OCJ. Compilation of the Strategy and Service Delivery Planning monthly and quarterly. Performance reports. Development and implementation of the departmental strategic planning policy and guidelines.

**ENQUIRIES**: Ms L Mothemane/Ms S Tshidino Tel No: (010) 493 2500/2535/2533

**POST 36/97**: CONTRACT SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: 2019/588/OCJ (X3 POSTS)

(Contract valid until 31 March 2020)

**SALARY**: R316 791 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

**CENTRE**: National Office: Midrand

**REQUIREMENTS**: An appropriate 3 year National Diploma /Bachelor’s Degree or equivalent qualification in Risk Management/Compliance Management/Business Continuity Management; Two (2) to three (3) years’ experience in Enterprise Risk Management/Compliance Management/Business Continuity Management; Public Finance Management Act (PFMA), Public Sector Risk Management Framework, King reports; Treasury Regulations; Public Service Act, Fraud and Corruption Legislative Framework, Compliance Management, Business Continuity Management and A valid driver’s licence Skills and Competencies: Planning and organizing, Presentation and Communication, Client orientation and customer focus, results/quality management, Problem solving and analysis, Service delivery innovation, Knowledge of MS Office (Word, Excel and Outlook), Knowledge of CURA system/Barnowl and other risk software programs.

Manage all Administrative requirements, reporting and records management, resources and correspondences.

ENQUIRIES : Ms I Mothemane/ Ms S Tshidino Tel No: (010) 493 2500/2535/2533

POST 36/98 : CONTRACT HR PRACTITIONER: EMPLOYEE RELATIONS REF NO: 2019/589/OCJ
             (Contract valid until 31 March 2020)

SALARY : R257 508 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement

CENTRE : National Office: Midrand

REQUIREMENTS : An appropriate 3 year National Diploma /Bachelor’s Degree or equivalent qualification in Labour Relations/Human Resource Management specializing in Labour Relations/Employment Relations; Minimum of 2 years’ experience in Employee Relations and a valid driver’s licence Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations; Employment Equity Act; Basic conditions of Employment Act; Constitution Act 108 of 1996.

DUTIES : Handle dispute resolution management in the Department; Represent the Employer at conciliation and arbitration; Handle disciplinary and grievance processes to ensure sound employee relations; Develop case management data base for Employee Relations; Handle Employee Relations enquiries and advocacy sessions; Rendering Labour Relations advisory services to both management and employees; Report on mandatory labour relations matters; Facilitate Departmental Bargaining Chamber activities including collective bargaining resolutions.

ENQUIRIES : Ms L Mothemane/ Ms S Tshidino Tel No: (010) 493 2500/2535/2533

POST 36/99 : SUPPLY CHAIN OFFICER: DEMAND MANAGEMENT REF NO: 2019/590/OCJ

SALARY : R257 508 per annum the successful candidate will be required to sign a performance agreement

CENTRE : National Office: Midrand

REQUIREMENTS : An appropriate 3 year National Diploma/Bachelor’s Degree in Purchasing Management/Public Administration/Financial/Logistics Management or equivalent qualification A minimum of two (2) years working experience in financial environment (Supply Chain Management).Technical Knowledge and Competency: Knowledge of relevant legislation Behavioural Competencies: Ability to work independently and meet deadlines Ability to attend to detail and to ensure the correctness of data/information The ability to work under pressure, work in a team and prepared to work overtime when required as well as work independently Excellent analytical, planning, project and organizational skills Good interpersonal relations and must be client orientated Effective communication skills (written and verbal) Computer literacy in MS Office (MS Word, MS Excel and MS Outlook).


ENQUIRIES : Ms L Mothemane/ Ms S Tshidino Tel No: (010) 493 2500/2535/2533

POST 36/100 : CONTRACT SENIOR COURT INTERPRETER REF NO: 2019/591/OCJ
             (Contract valid until 31 March 2020)

SALARY : R 257 508 per annum + 37% in lieu of benefits the successful candidate will be required to sign a performance agreement

CENTRE : Free State High Court: Bloemfontein

REQUIREMENTS : A National Diploma in Legal Interpreting or equivalent relevant qualification in the field of languages and a minimum of three (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 licence Knowledge of any foreign Language will be an added advantage Candidates will be required to undergo Oral and Written Language 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 Organising 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 Interpreters; Perform specific line and Administrative Support Functions to the Judiciary, Court Manager and Supervisor.

**ENQUIRIES**

Ms M Luthuli Tel No: (051) 406 8191

**POST 36/101**

**CONTRACT REGISTRAR REF NO: 2019/586/OCJ**

(Contract valid until 31 March 2020)

**SALARY**

R257 073 – R912 504 (MR3 – MR5) per annum plus 37% in lieu of benefits (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**

Pietermaritzburg High Court

**REQUIREMENTS**

An LLB Degree or a four (4) year Legal qualification A minimum of 2-year 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 Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators Supervision and management of staff 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 Deal with the files in terms of the relevant codes and Legislation.

**ENQUIRIES**

Ms L Marrie Tel No: (031) 372 3168

**POST 36/102**

**CONTRACT HUMAN RESOURCE OFFICER REF NO: 2019/592/OCJ**

(Contract valid until 31 March 2020)

**SALARY**

R173 703 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement.

**CENTRE**

Provincial Service Centre: Bloemfontein

**REQUIREMENTS**

A Grade 12 or equivalent qualification Skills and Competencies: Knowledge of PERSAL system; Knowledge of the prescripts regulating Human Resources Good communication skills (written and verbal), Computer literacy (MS Office; PERSAL experience), Good Interpersonal Relations, Ability to work under pressure, accuracy and attention to detail, Confidentiality, tact and discretion when dealing with people; Report writing skills and Good organising skills

**DUTIES**

Implementation of transaction on PERSAL system in respect of appointments, leave, pensions, transfers, housing allowance, performance management, training, service termination, labour relations, recruitment and selection and employee relations; etc; Keep statistics of all activities and report accurate statistics to supervisors; Assist with all administrative duties of Human Resources Component and respond to clients queries.

**ENQUIRIES**

Ms M Luthuli Tel No: (051) 406 8191

**POST 36/103**

**CONTRACT HUMAN RESOURCE OFFICER REF NO: 2019/593/OCJ (X3 POSTS)**

(Contract valid until 31 March 2020)

**SALARY**

R173 703 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement.

**CENTRE**

National Office: Midrand
REQUIREMENTS: A Grade 12 or equivalent qualification Skills and Competencies: Knowledge of PERSAL system; Knowledge of the prescripts regulating Human Resources; Good communication skills (written and verbal); Computer literacy (MS Office; PERSAL experience); Good Interpersonal Relations; Ability to work under pressure, accuracy and attention to detail; Confidentiality, tact and discretion when dealing with people; Report writing skills and Good organising skills.

DUTIES: Implementation of transactions on PERSAL system in respect of appointments, leave, pensions, transfers, housing allowance, performance management, training, service termination, labour relations, recruitment and selection and employee health and wellness; etc; Keep statistics of all activities and report accurate statistics to supervisors; Assist with all administrative duties of Human Resources Component and respond to clients queries.

ENQUIRIES: Ms L Mothemane/ Ms S Tshidino Tel No: (010) 493 2500/2535/2533

POST 36/104: CONTRACT REGISTRAR’S CLERK (X2 POSTS) (Contract valid until 31 March 2020)

SALARY: R173 703 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement.

CENTRE: Free State High Court: Bloemfontein
Ref No: 2019/594/OCJ Supreme Court of Appeal: Bloemfontein Ref No: 2019/595/OCJ

REQUIREMENTS: Grade 12 or equivalent qualification 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.

DUTIES: Rendering of effective and efficient case flow management and support services to the Court Attend to all stakeholders enquiries and correspondence; Ensure proper filling and safekeeping of all Court records; Render administrative support to the statisticians office through collecting data for verification Maintain and keep all relevant registers; Assist in audit preparations and perform general administrative duties.

ENQUIRIES: Ms M Luthuli Tel No: (051) 406 8191

POST 36/105: CONTRACT DATA CAPTURER REF NO: 2019/596/OCJ (Contract valid until 31 March 2020)

SALARY: R173 703 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement.

CENTRE: Supreme Court Of Appeal: Bloemfontein

REQUIREMENTS: Grade 12 or equivalent qualification Skills and Competencies: Good communication skills; Excellent in Microsoft office software, Ability to analyse statistics and ability to work under pressure.

DUTIES: Provide administrative support services: Capture and update data on computer Generate spreadsheets Update the system on all data sets Validate data to ensure correctness, completeness and consistency Compile routine statistical information/reports Receive, register and track records or documents submitted for further processing. 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 Maintain OCJ recruitment database Retrieve information as required.

ENQUIRIES: Ms M Luthuli Tel No: (051) 406 8191

POST 36/106: CONTRACT ADMINISTRATION CLERK REF NO: 2019/597/OCJ (X5 POSTS) (Contract valid until 31 March 2020)

SALARY: R173 703 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement.

CENTRE: North West High Court: Mahikeng

REQUIREMENTS: Grade 12 or equivalent qualification. Skills and competencies: Job Knowledge; Communication skills; Interpersonal relations skills; Flexibility; Teamwork; 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 : Mr O Sebapatso Tel No: (018) 397 7114


SALARY : R173 703 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand

SKILLS AND COMPETENCIES: Knowledge of relevant legislation; Financial Management and Public Asset Management; Excellent communication skills; Computer literacy; Analytical skills; Behavioural Competencies: Ability to work under pressure and meet deadlines; Solution Oriented; Service Delivery; Innovation (SDI); Client Orientation and Customer Focus.

DUTIES : Facilitate the maintenance of a complete, reliable and accurate asset register for Departmental owned assets. Reconciliation of the general ledger (BAS), the asset registers (JYP) and the financial statements. Maintain a complete and accurate leased asset register. Perform the physical verification of assets as well as the completeness of the asset register. Management of losses as well as the disposal of unserviceable, redundant and obsolete assets.

ENQUIRIES : Ms L Mothemane/ Ms S Tshidino Tel No: (010) 493 2500/2535/2533


SALARY : R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand

SKILLS AND COMPETENCIES: Ability to operate office equipment, ability to work independently and meet deadlines, ability to work under pressure, work in a team and prepared to work overtime when required; Excellent analytical, planning, organizational skills; Good interpersonal relation; Effective communication skills (written and verbal); Computer literacy; Job Knowledge; Communication skills; Flexibility; Accuracy; Aptitude of figures; Basic numeracy skills; Ability to perform routine tasks.

DUTIES : Assist in development of Demand Management Plans and procurement plan, assist in bid administration. Assist with SCM reporting on bids. Source quotations from the suppliers as per specifications. Capturing and processing of invoices; supplier payments as well expediting of Government orders; Provide administrative procurement support to all stakeholder; Receive and assess quotations; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Ensure that all relevant forms are attached; capturing of awarded contracts on National Treasury contracts registration application (CRA); Ensure procedures comply with SCM policies; Ensure proper filing and safe keeping of documents; ensure timeous processing of payments to suppliers; Receiving and issuing of stock items and Perform other duties as delegated by the supervisor.

ENQUIRIES : Ms L Mothemane/ Ms S Tshidino Tel No: (010) 493 2500/2535/2533

POST 36/109 : CONTRACT ACCOUNTING CLERK REF NO: 2019/600/OCJ (Contract valid until 31 March 2020)

SALARY : R173 703 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand

SKILLS AND COMPETENCIES: Good communication skills planning and organising skills Attention to detail to deal
and work within deadlines. Proven Computer literacy, including MS Word & MS Excel.

DUTIES: Capturing S&T Claims. Sorting of all Payroll Certificates according to various pay points. Filing of documents. Capturing Salary related transactions.

ENQUIRIES: Ms S Tshidino/Ms L Mothemane Tel No: (010) 493 2500/2535/2533

POST 36/110: CONTRACT ADMINISTRATION CLERK (DCRS) REF NO: 2019/601/OCJ (Contract valid until 31 March 2020)

SALARY: R173 703 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: Pietermaritzburg High Court

DUTIES: Prepare court before court proceedings; perform digital recording of Court proceedings and ensure integrity of such documents; Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor. Collecting statistics.

ENQUIRIES: Ms L Marrie Tel No: (031) 372 3164

POST 36/111: CONTRACT TYPIST REF NO: 2019/602/OCJ (Contract valid until 31 March 2020)

SALARY: R145 281 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: Pietermaritzburg High Court

DUTIES: Typing of reports, appeals, Court orders, review reports, minutes, circulars and memorandums; Operating fax machine and photocopy machine and updating of the registers; operating the switchboard and rendering Court services; Attend to queries and perform other administration duties as may be allocated from time to time.

ENQUIRIES: Ms L Marrie Tel No: (031) 372 3164

POST 36/112: CONTRACT USHER MESSENGER REF NO: 2019/603/OCJ (X2 POSTS) (Contract valid until 31 March 2020)

SALARY: R122 595 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: Pietermaritzburg High Court

DUTIES: Escorting of Judges’ to the court rooms; The rendering of administrative support functions to the Judges’ and the court room crew; The maintenance of court rooms’ records; Facilitation of the smooth-running of the court rooms and the collection and distribution of court files.

ENQUIRIES: Ms L Marrie Tel No: (031) 372 3164