

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 Land Claims Court: Randburg
- Gauteng Local Division:** Johannesburg: 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, Cnr Pritchard and Kruis Street, Johannesburg.
- Eastern Cape** (Port Elizabeth, Mthatha & Grahamstown): Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.
- Kwa-Zulu Natal/ Durban/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.
- Polokwane:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

CLOSING DATE

: 13 November 2020

NOTE

: Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. 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

POST 25/24 : **CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: 2020/117/OCJ**

Re-advert candidates who previously applied, are encouraged to re-apply

SALARY : R1 251 183 per annum. 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: 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 Kwinika Tel No: (010) 493 2500

OTHER POSTS

POST 25/25 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2020/121/OCJ**

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

CENTRE : Mthatha High Court

- REQUIREMENTS** : An appropriate National Diploma / Bachelor's Degree in Public Management or Human Resource Management or equivalent qualification on NQF Level 6. Three (3) years' relevant experience in Court Administration. A valid driver's license (minimum Code 8). Computer Literacy. Skills and Competencies: Good communication skills (written and verbal). Good interpersonal skills. Attention to detail. Advanced computer skills (MS Office). Continual learning and information search. Public management, leadership, organisational and problem solving skills. Customer oriented. Ability to interpret and apply policy. Able to work accurately under pressure and work independently. Knowledge of the Public Finance Management Act, DFI, BAS, JYP and other applicable legislation. Knowledge of Assets, Facility and Risk Management will be an added advantage.
- DUTIES** : Supervise staff members such as Judge's Secretaries. Ushers and DCRS Clerks. Ensure recording of all court proceedings. Checking of statistics for all DCRS Clerks and submit to statistician. Ensure downloading of recordings and take necessary steps to procure transcription of records. General supervision of administrative staff and implement formal and informal disciplinary matter. Compile and analyse statistics to show performance and trends. Check diverse documents and work performance of co-workers for completion and correctness. Manage and maintain prescripts related to the functions of the OCJ and Public Service in general. Train and develop staff. Manage the facilities of the department at court. Implement departmental policies. Perform any other duties as directed by the Supervisor/ Court manager or Director Court Administration.
- ENQUIRIES** : Mr S Mponzo Tel No: (043) 726 5217
- POST 25/26** : **JUDGES SECRETARY REF NO: 2020/122/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Polokwane High Court
- REQUIREMENTS** : Grade (12). One (1) to three (3) years' Secretarial experience or as an Office Assistant.; A valid driver's license; An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application; 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; Attention to detail. Customer care service skills and excellent typing skills; Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or format) of draft memorandum decision; opinions or judgement entries written by or assigned by Judge; Provide general secretarial/administrative duties to the Judge; Manage and type correspondence; Judgements and orders for the Judge; 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.
- ENQUIRIES** : Mr T Masemola/ Ms N Phadziri Tel No: (015) 230 4051/ 4008
- POST 25/27** : **SENIOR HUMAN RESOURCE OFFICER REF NO: 2020/123/OCJ**
- SALARY** : R257 508 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre: KZN
- REQUIREMENTS** : A three (3) years' Degree or National Diploma in HRM/ Public Administration/ Management or Equivalent Qualification. At least three (3) years functional

experience in Human Resource Management within the Public Service. Extensive knowledge of Persal system (Attach certificates). Supervisory experience will be an added advantage. A valid code B drivers' licence. Skills and Competencies: Computer literacy. Knowledge of the relevant Human Resource Management Legislation/ Directives. Knowledge of Persal system. Good communication skills (written and verbal). Good interpersonal and public relation skills. Good administration and organizational skills. Customer Service Skills. Time management and Confidentiality. Supervisory and leadership skills. Ability to work under pressure.

DUTIES : Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service e.g. Personnel development, performance management and discipline, and ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing Medical, Injury on duty, Terminations, Long service recognition, Overtime, relocation, Pension, allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice the Department/personnel on HR Administration matters to enhance the correct implementation of HR Management practices. Approve transaction on Persal according to delegations. Prepare reports on Human Resource Administration issues and statistics.

ENQUIRIES : Ms L Marrie Tel No: (031) 372 3167

POST 25/28 : **SENIOR COURT INTERPRETER REF NO: 2020/124/OCJ (X2 POSTS)**

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

CENTRE : Northern Cape High Court: Kimberley

REQUIREMENTS : A National Diploma in Legal Interpreting or equivalent relevant qualification. 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 (English, Afrikaans, Setswana and IsiXhosa). A valid driver's licence will be an added advantage. 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. Attributes: Ability to work independently, to be meticulous, to think logically and to practice good time management.

DUTIES : Render interpreting services in criminal court, civil court, labour and quadri-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

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ENQUIRIES : Kimberley: Ms S Ruthven Tel No: (053) 807 2733
Johannesburg: Ms T Mbalekwa Tel No: (011) 355 0404

POST 25/29 : **REGISTRAR (X3 POSTS)**

SALARY : R257 073 per annum (MR3 –MR5) (Salary will be in accordance with the 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 : Grahamstown High Court Ref No: 2020/118/OCJ
Mthatha High Court Ref No: 2020/119/OCJ

<u>REQUIREMENTS</u>	:	Durban High Court Ref No: 2020/120/OCJ An LLB Degree or 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.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Co-ordinate, interpreting services, 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.
<u>ENQUIRIES</u>	:	Grahamstown and Mthatha Mr S Mponzo Tel No: (043) 726 5217 Durban - Ms L Marrie Tel No: (031) 372 3167
<u>POST 25/30</u>	:	<u>HUMAN RESOURCE OFFICER REF NO: 2020/125/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Mthatha High Court
<u>REQUIREMENTS</u>	:	Grade twelve (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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr S Mponzo Tel No: (043) 726 5217
<u>POST 25/31</u>	:	<u>ADMINISTRATION CLERK (DCRS) REF NO: 2020/126/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Mthatha High Court
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Skills and Competencies: Computer literacy (MS Word). Good problem solving skills. Accuracy and attention to detail. Operational knowledge of operating DCRS/CRT machine
<u>DUTIES</u>	:	Operate the recording machine and recording of Court proceedings. Ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before Court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing.
<u>ENQUIRIES</u>	:	Mr S Mponzo Tel No: (043) 726 5217
<u>POST 25/32</u>	:	<u>ACCOUNTING CLERK REF NO: 2020/127/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	High Court: Port Elizabeth

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Skills and Competencies: Good communication skills (written and verbal). Planning and organising skills. Proven Computer Literacy including MS Word & MS Excel. Good interpersonal relations. Good problem skills. Accuracy and attention to details. Ability to work under pressure. Good timekeeping.
<u>DUTIES</u>	:	Process the payments of creditors on JYP/BAS. Administer the collection of revenue, Issue receipts on monies paid in regarding private telephone costs, disposals etc. Attend to payroll administration. Administer petty cash. Prepare and process payments of S&T claims for Judges and officials. Prepare manual requisitions and capture on JYP. Receive and record all invoices in the invoice register. Process payment of invoices within 30 days. Maintaining and archiving of records
<u>ENQUIRIES</u>	:	Ms. N Biko Tel No: (043) 726 8580
<u>POST 25/33</u>	:	<u>ADMINISTRATION CLERK (LEGAL) REF NO: 2020/128/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	High Court: Port Elizabeth
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0)-two (2) years' experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills, communication skills (verbal and written), minute taking skills, Decision making and time management skills. Good reporting skills, Creative and analytical thinking skills, Computer literacy.
<u>DUTIES</u>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar.
<u>ENQUIRIES</u>	:	Mr S Mponzo Tel No: (043) 726 5217
<u>POST 25/34</u>	:	<u>ADMINISTRATION CLERK (ASSETS) REF NO: 2020/129/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. An Accounting related qualification will serve as an added advantage. Zero (0)-two (2) years' experience will serve as an added advantage. Skills and Competencies: Knowledge of relevant legislation. Financial 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.
<u>DUTIES</u>	:	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 assets 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.
<u>ENQUIRIES</u>	:	Ms S Tshidino Tel No: (010) 493 2500/2533
<u>POST 25/35</u>	:	<u>ADMINISTRATION CLERK REF NO: 2020/130/OCJ</u>
<u>SALARY</u>	:	R173 703 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	High Court Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Experience in Clerical/Administration functions will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and Organisational skills. Customer service skills and ability to work under pressure. Good interpersonal and public relation skills.
<u>DUTIES</u>	:	Provide 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 all 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 appeals and reviews. Attend to complaints from prisoners and members of the public. Provide administrative support in general as requested by Court Manager and Supervisor.

- ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3164
- POST 25/36** : **REGISTRAR'S CLERK REF NO: 2020/131/OCJ (X2 POSTS)**
- SALARY** : R173 703 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Durban High Court
- REQUIREMENTS** : Grade twelve (12). Skills and Competencies: Computer skills. Good communication skills (written and verbal). Good interpersonal and Public Relation skills. Good Administration and Organisational skills. Customer Service skills. Ability to work under pressure. Additional Competencies, which may be of advantage: Paralegal Qualification. Knowledge of court process and procedures.
- DUTIES** : Render efficient and effective support services to the Court. Issuing of Court process at General Office. Case management duties; render counter service duties /functions. Prepare, analyse and submit court statistics. Maintain and keep all registers for Civil and Criminal matters. Filing and archiving of both Civil and Criminal process. Attending to case management and set down notices. Act as a liaison between Judges and Legal Practitioners. Requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes. Attend to complaints from prisoners and members of the public. Administrative duties in respect of mental health, petition, review and appeal matters. Act as a liaison between Registrar and Legal Practitioners. Provide administrative support in general as requested by the Chief Registrar. Court Manager and Supervisor.
- ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3164
- POST 25/37** : **SECURITY OFFICER REF NO: 2020/132/OCJ (X2 POSTS)**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Durban High Court
- REQUIREMENTS** : Grade 12. The following will serve as an added advantage: Three years' applicable experience; PSIRA, Grade a Certificate, firefighting Certificate, First Aid Certificate, Safety, certificate (SAMTRAC) and a Valid Driver's licence. Skills and Competencies: Proficiency in English. Good problem solving and planning skills. Time management skills. Customer service orientated. Accuracy and attention to detail.
- DUTIES** : Responsible for the control of access to the public premises and vehicle act, 53 of 1985. Maintain proper record keeping (all security registers). Check functionality of all security equipment. Monitor CCTV. Control of keys and working shifts. Conduct security risk assessment and report security breaches. Check functionality of the X-Ray Machines.
- ENQUIRIES** : Ms L Marrie Tel No: (031) 372 3167
- POST 25/38** : **USHER MESSENGER (X2 POSTS)**
- SALARY** : R122 595 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Durban High Court Ref No: 2020/133/OCJ
Mthatha High Court Ref No: 2020/134/OCJ
- REQUIREMENTS** : Grade 12. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills. Problem solving and Analysis. Time Management. Client Orientation and Customer Focus. Report writing skills. Negotiation skills. Communication skills. Attention to detail. Good interpersonal skills. Initiative driven and Flexibility.
- DUTIES** : Escorting of Judges' to the Court rooms. Rendering of administrative support functions to the Judges' and the Court room crew. Maintenance of Courtrooms'

records. Facilitation of the smooth- running of the Court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents. Be present in Court during the session. Making copies of Court rolls and circulate according to distribution list. General messenger duties.

ENQUIRIES : Durban - Ms L Marrie Tel No: (031) 372 3167
Mthatha - Mr S Mponzo Tel No: (043) 726 5217

POST 25/39 : **HANDYMAN REF NO: 2020/135/OCJ**

SALARY : R122 595 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : National Office: Midrand

REQUIREMENTS : Grade twelve (12) or Abet level 4: Qualification in plumbing, electrical or carpentry will be an added advantage. Skills and Competencies: Occupational health and Safety Act, Knowledge on how to operate hand and power tools, knowledge of building infrastructure layouts, Computer literacy and basic software (outlook, excel and word). Behavioural competencies: Communication skills, Team participation, reliability, innovative.

DUTIES : Executive minor general building maintenance, attend to minor plumbing, electrical capacity and handyman, conduct routine weekly and monthly inspections of the building. Report unauthorised movement of equipment, report deliberate damage to property and assets.

ENQUIRIES : Ms S Tshidino/ Ms B Rakgotho Tel No: (010) 493 2500/2533