

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 and preference will be given to Women and Persons with Disabilities.

**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.
- Supreme Court of Appeal: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Gauteng Division: Johannesburg/ Pretoria/ Land Claims Court: Randburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and KrUIS Street, Johannesburg.
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.
- 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.
- Thohoyandou:** 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 & Bodenstien Street, Polokwane, 0699.
- Kimberley:** 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 Plaaityje Drive, Room B107, Kimberley.
- KZN:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. Applications can also be hand delivered to: The Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.
- 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. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng

CLOSING DATE
NOTE

- : 18 February 2022
- : All applications must be in a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za/ www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. Each application form must be fully

completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the old Z83 will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.

OTHER POSTS

- POST 04/68** : **COURT MANAGER REF NO: 2022/01/OCJ**
(Re-advertisement), Candidates who previously applied are encouraged to re-apply
- SALARY** : R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Division of the High Court: Middelburg
- REQUIREMENTS** : Grade 12 and a three-year National Diploma/Degree in Management or Administration and related fields at NQF Level 6 (360 credits). A minimum of six (6) years' relevant experience of which three (3) years' should be at a Supervisory Level. A valid driver's licence. Technical knowledge and competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Behavioural Competencies: Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure.

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| <u>DUTIES</u> | : | Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated human resource management and development services, overall financial, asset and supply chain management services in the Court. Coordinate and facilitate internal audit and risk management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance Judicial stakeholder relations. Provide effective and efficient management of facilities and security services to the Judiciary. |
| <u>ENQUIRIES</u> | : | Technical enquiries: Ms J Ngobeni Tel No: (013) 758 0000 HR related enquiries: Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000 |
| <u>POST 04/69</u> | : | <u>COURT MANAGER (X2 POSTS)</u> |
| <u>SALARY</u> | : | R744 255 – R 876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | High Court: Thohoyandou Ref No: 2022/02/OCJ Land Claims Court: Randburg Ref No: 2022/03/OCJ |
| <u>REQUIREMENTS</u> | : | Grade 12 and a three-year National Diploma/Degree in Management or Administration and related fields at NQF Level 6 (360 credits). A minimum of six (6) years' relevant experience of which three (3) years' should be at a Supervisory Level. A valid driver's licence. Technical knowledge and competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Behavioural Competencies: Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure. |
| <u>DUTIES</u> | : | Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Development services, overall Financial, Asset and Supply Chain Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance Judicial stakeholder relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary. |
| <u>ENQUIRIES</u> | : | Thohoyandou - Technical enquiries: Mr VM Molokela Tel No: (015) 495 1745 HR related enquiries: Mr TJ Masemola/ Ms N Phadziri Tel No: Tel No: (015) 495 1753/1743 Land Claims Court - Technical enquiries: Ms Z Sondlo Tel No: (010) 494 8533 HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404 |
| <u>POST 04/70</u> | : | <u>DEPUTY DIRECTOR: BUSINESS APPLICATIONS REF NO: 2022/04/OCJ</u> (Re-Advertisement), Candidates who previously applied are encouraged to re-apply |
| <u>SALARY</u> | : | R744 255 – R876 705 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> | : | Grade 12 and a three-year National Diploma/Degree in Information Systems/Technology/Computer Science or equivalent qualification at NQF Level 6 (360 credits). A minimum of five (5) years' experience in Business Analysis and/or Systems Analysis. A minimum of three (3) years' experience in Management of Software Applications support and System development. A valid driver's license. Skills and competencies: Project Management and Management skills. Good communication (written and verbal) skills. Collaborative and excellent people skills. Creative and analytical. Change Management. Problem solving and Analysis. Proactive and innovative. Client Orientation and Customer Focus. |
| <u>DUTIES</u> | : | Clearly and accurately identify and document business requirements specifications in line with business goals. Analyse and document the realization of business benefits. Facilitate workshops with business users in order to gather business requirements, generate ideas and validate designs. Assess, document and present current business processes, procedures, business rules and recommend optimized and improved business processes. Develop functional design specifications utilising predefined modeling techniques. Validate the design of the solution against |

business requirements and liaise with system analysts and developers to ensure the deployed software/solution meet the identified business requirements. Contribute towards the design of formal and structured test cases to ensure that the business processes as well as the required system functionality are thoroughly tested by reviewing test packs and participate in system testing. Ensure that new software integrations into OCJ systems meets business requirements. Contribute to the implementation of the solution to end users. Play a leading role in piloting and deployment of business application systems. Contribute to the development, quality control and delivery of end user training material. Work closely with business users, change management resources, solution architects/analysts, designers, developers, vendors, testing and training teams, as part of projects. Communicating effectively with stakeholders and sponsors. Manage ICT Business Applications projects. Project governance and policies. Management of deliverables from Vendor/Supplier and other organizational delivery entities. Represent the ICT unit at various governance structures. Manage and ensure that all ICT business applications used in production are reliable, stable, efficient and always available. Write, review and updating of ICT policies. Actively participate in the drafting of Service Level Agreements. Management of Service Level Agreements with Service Providers. Develop weekly, monthly and quarterly plans and reports.

- ENQUIRIES** : Technical enquiries: Mr D Reid Tel No: (010) 493 8755
HR related enquiries: Ms C Gideon Tel No: (010) 493 2500/2528
- POST 04/71** : **DEPUTY DIRECTOR: SYSTEM ADMINISTRATION MANAGER REF NO: 2022/05/OCJ**
(Re-Advertisement), Candidates who previously applied are encouraged to re-apply
- SALARY** : R744 255 – R876 705 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three-year National Diploma in Computer Engineering, IT or equivalent qualification at NQF Level 6 (360 Credits). Valid Microsoft Certified Systems Engineer (MCSE): Core Infrastructure/ Productivity Suite Certificate or Equivalent. Project Management Certificate such as Prince2 or PMBOK will be an added advantage. A minimum of five (5) years' experience in management and support of the Server and Storage Infrastructure including Microsoft systems support and maintenance role. Experience in support of the Microsoft Azure environment will be an added advantage. A valid driver's license. Technical Knowledge/Competencies: Experience with Windows Server 2012, R2-2016, Windows 10. Experience with Microsoft Exchange 2013 and 2016 environment. Experience with DNS, DHCP, SQL, SCOM and SCCM. Experience with backup and anti-virus solutions. Experience with Microsoft desktop/server hardware including storage. A strong focus on service delivery with a desire to innovate, improve process, support others and share ideas. Behavioural Competencies: Excellent interpersonal relations. Effective communications skills (written and verbal). Attention to details imperative. Excellent Problem Solving skills. Ability to multi-task is essential. Time management and ability to work under pressure. Ability to adapt to change. Take accountability and ownership.
- DUTIES** : Installation, configuration, maintenance and support of the Microsoft environment. Installation, configuration and maintenance of the physical, virtual and cloud (Azure) server infrastructure environment. Configuration, deployment and maintenance of the storage infrastructure. Development and maintenance of the standard configuration and procedure document for the Server Infrastructure & Windows environment. Management of the backup and recovery of the systems. Active Directory User account management. Provide supervisory to internal and external server management team. Develop weekly, monthly and quarterly plans and reports.
- ENQUIRIES** : Technical enquiries: Mr T Ramatlapeng Tel No: (010) 493 8754
HR related enquiries: Ms C Gideon Tel No: (010) 493 2500/2528

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| <u>POST 04/72</u> | : | <u>LAW RESEARCHER REF NO: 2022/06/OCJ</u> |
| <u>SALARY</u> | : | R382 245 – R461 745 per annum. The successful candidate will be required to sign performance agreement. |
| <u>CENTRE</u> | : | High Court: Grahamstown |
| <u>REQUIREMENTS</u> | : | An LLB degree or four (4) years' recognized legal qualification. A minimum of two (2) years' relevant legal experience. A minimum of three (3) years' legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and Competencies: Excellent research skills. Report Writing and editing skills. Excellent communication skills (written and Verbal). Problem analysis, solving and planning skills. Decision making skills. Time management skills. Creative and analytical skills |
| <u>DUTIES</u> | : | Perform all legal duties for the judges to enable them to prepare- judgements. Research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge. Read all the relevant material and analysis it thoroughly. Discuss all possible variations on a legal point with colleagues and/ or the judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgement, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the help of track changes so that judges can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic formats on legal issues, as requested by a Judge. Read all the relevant materials and analysis it thoroughly. Prepare and draft speech, conference paper or article. Make all changes and addition if they require some. Prepare a PowerPoint where applicable. Submit the speeches. |
| <u>ENQUIRIES</u> | : | Technical enquiries: Mr S Mpako Tel No: (046) 603 5042 HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217 |
| <u>POST 04/73</u> | : | <u>ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENTS REF NO: 2022/07/OCJ</u> (Re-Advertisement), Candidates who previously applied are encouraged to re-apply |
| <u>SALARY</u> | : | R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | National Office: Midrand |
| <u>REQUIREMENTS</u> | : | Grade 12 and a three-year National Diploma/ Bachelor' degree in Public Management or Administration and related fields at NQF Level 6 (360 Credits). A Postgraduate qualification will be added advantage. A minimum of three (3) years' experience in Service Delivery Improvement environment at Supervisory Level. Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service. A valid Driver's License and willingness to travel. Skills and Competencies: Knowledge and understanding of Service Delivery Improvement Programmes. Understanding and knowledge of Batho Pele principles. Financial Management skills. Strategic leadership capability. Communication skills (verbal and written). Computer literacy. Project management skills. People and resource management skills. Research and development expertise. Strategic change and risk management. Presentation and facilitation skills. Ability to network. Influence and impact. Applied strategic thinking. Computer Literacy e.g. Excel, Word and PowerPoint. |
| <u>DUTIES</u> | : | Develop, maintain and/or facilitate the successful implementation of OCJ service delivery related policies and/or implementation strategies in line with the Public Service Regulations and the Operations Management Framework. Maintain and/or facilitate the successful implementation of OCJ Service Delivery Charter. Ensure the successful implementation of the Batho Pele (BP) Framework in the OCJ. Develop, maintain and/or facilitate the successful implementation of the OCJ Service Delivery Improvement plan. Develop, maintain and/or facilitate the successful implementation of OCJ Service Standards; and participate in change management sessions for Service Delivery Improvements programmes. |
| <u>ENQUIRIES</u> | : | Technical enquiries: Ms K Motiyane Tel No: (010) 493 3264 |

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

- POST 04/74** : **ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: 2022/08/OCJ**
- SALARY** : R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Service Centre: Western Cape
Grade 12 and a three-year National Diploma/ Bachelor' Degree in Human Resources Management or equivalent qualification at NQF Level 6 (360 credits). A minimum of three (3) years relevant experience in Human Resources Management and Administration of which two (2) years' experience must be at supervisory level in HRM and related fields. A valid driver's licence. Skills and Competencies: Knowledge and understanding of relevant Human Resources Management Legislation/Directives and Policies must be able to understand/interpret policies and implement strategies. Extensive knowledge of the PERSAL system. Computer literacy (MS Office). Excellent communication skills (written and verbal). Good people management/interpersonal relations. Exceptional report writing skills. Ability to work long hours when required. The ability to work under pressure and adhere to deadlines. Be self-motivated. Attention to detail. Problem solving and maintaining discipline. Commitment and integrity. Confidentiality and professionalism.
- DUTIES** : Manage and coordinate HRM administration matters within the Department, to contribute to the rendering of a professional Human Resource Management services with respect to conditions of service and benefits, leave, housing medical aid injury on duty, termination long service recognition, overtime, relocation pension, allowances. HR provisioning (Recruitment and selection, appointment, transfers, verification of qualifications, secretariat functions at interviews etc). Implement and manage the Performance Management and Development system in the Province. Responsible for the facilitation and coordination of Labour Relations, Employee Wellness and Learning and Development in the Province. Address Human Resources Administration enquiries and manage all PERSAL transactions. Ensure the correct implementation of Departmental/Public Service policies on matters related to Human Resources Management and adherence to the relevant prescripts/ legislations. Inform, guide and advice relevant stakeholders on Human Resources administration matters to enhance the correct implementation of Personnel administration practices/policies. Manage and administer policy and procedures on incapacity leave and ill-health retirement (PILIR) in the Department. Manage the HRM Registry services and records management. Prepare and consolidate reports. Human resources management administration issues.
- ENQUIRIES** : Technical and HR related enquiries: Ms M Baker Tel No: (021) 469 4000
- POST 04/75** : **OFFICE MANAGER REF NO: 2022/09/OCJ**
- SALARY** : R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division Of The High Court: Mbombela
Grade 12 and a three-year National Diploma/ Bachelor's Degree in Office Management or equivalent qualification at NQF Level 6 (360 credits). A minimum of three (3) years' relevant experience in an Office Administration environment. A valid driver's licence. Skills and Competencies: Job Knowledge of office management responsibilities, systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Strong Leadership and Management Capabilities. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
- DUTIES** : Manage office of the Judge President at the Mpumalanga High Court (Mbombela). Support the Judge President in communication with all Stakeholders. Management and Supervision of Judges' support staff and related matters. Manage logistical arrangements for integrated meetings and operations. Oversee the Administration and follow up on the Judge President instructions to ensure prompt execution by

relevant branches. Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges, National Office, Legal Professional bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both Internal and External Stakeholders. Prepare presentations and briefing notes for the Judge President and disseminate complex information to all branch heads. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal source of directive related to the special fields.

- ENQUIRIES** : Technical enquiries: Ms J Ngobeni Tel No: (013) 758 0000
HR related enquiries: Mr. M Jele/ Mr. V Maeko Tel No: (013) 758 0000
- POST 04/76** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2022/10/OCJ**
(Re-Advertisement), Candidates who previously applied are encouraged to re-apply
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of The High Court: Middelburg
Grade 12 and a three-year National Diploma/ Bachelor's Degree or equivalent qualification at NQF Level 6 (360 Credits). A minimum two (2) years' relevant administrative experience. A valid driver's licence. Skills and Competencies: Job knowledge of office management responsibilities, systems and procedures. Excellent communication skills and proficiency in English (verbal and written). Interpretation of law, legal writing/drafting/ drafting skills. Knowledge of electronic information resource and online retrieval. Strong leadership and management capabilities. Ability to work under pressure and art of interpreting. Customer services and time management. Report writing. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
- DUTIES** : Provision of support on Case Flow Management. Render administrative services within the Office. Provision of Asset Management services. Provision of Financial and Supply Chain Management Services. Preparation of petitions. Attend to other related duties as assigned by the office. Management of staff.
- ENQUIRIES** : Technical enquiries: Ms J Ngobeni Tel No: (013) 758 0000
HR related queries: Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000
- POST 04/77** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2022/11/OCJ**
- SALARY** : R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Grade 12 and a three-year National Diploma/ Bachelor's Degree in Public management/ Administration or equivalent qualification at NQF Level 6 (360 Credits). A minimum of three (3) years' experience in administration. Skills and Competencies. Knowledge of Monitoring, Evaluation and Reporting. Understanding of GWM&E framework and relevant Treasury Regulations. Computer literacy (Microsoft packages). Planning and organizing skills. Communication skills. Good interpersonal skills. Administrative skills. Accuracy, thoroughness and ability to detect errors. Ability to prioritise and meet deadlines. Ability to work under pressure. Ethical business conduct. Accountability and Teamwork.
- DUTIES** : Provide overall administrative and technical support to the Monitoring and Evaluation Unit. Develop tools and templates for reporting. Provide M&E support with regards to the Departments performance. Assist with data collection, analysis and reporting. Assist with data verification to ensure data accuracy and integrity. Assist with any research/evaluations as need arises. Assist in compiling and editing of reports. Provide case tracking system for monitoring performance. Manage and control Procurement (assets, stationary, claims etc).
- ENQUIRIES** : Technical enquiries: Mr M Masilo Tel No: (010) 493 2502
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500

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| <u>POST 04/78</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: 2022/12/OCJ</u> |
| <u>SALARY</u> | : | R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | National Office: Midrand |
| | : | Grade 12 and a three-year National Diploma/ Bachelor's Degree or equivalent qualification in Risk Management/Compliance management/Business Continuity management on NQF Level 6 (360 Credits). A minimum of one (1) year experience in Enterprise Risk Management/Compliance Management/ Business Continuity management. No criminal record. A valid driver's licence. Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Public Sector Risk management Framework, King reports, Treasury Regulations, Public Service Act, Fraud and Corruption Legislative Framework, Compliance Management and Business Continuity management. |
| <u>DUTIES</u> | : | Facilitate workshops on Enterprise management/Compliance management. Assist in the secretariat functions of risk management forum. Update risk register and compliance registers for all the units and Courts/Regions. Compiling reports for various risk reporting structures. Conduct awareness campaigns. Manage all administrative requirements, reporting and records management, resources and correspondences. |
| <u>ENQUIRIES</u> | : | Technical enquiries: Ms V Sevule Tel No: (010) 493 2629 HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500 |
| <u>POST 04/79</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2022/13/OCJ</u> |
| <u>SALARY</u> | : | R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Labour And Labour Appeals Court: Cape Town |
| | : | Grade 12 and a three-year National Diploma/ Bachelor's Degree in Finance or equivalent qualification at NQF Level 6 (360 credits). A minimum of three (3) years relevant experience in office administration. A valid driver's licence. A minimum of two (2) years supervisory experience will be an added advantage. Skills and Competencies: Good communication skills. Good interpersonal skills. Attention to detail. Advance computer skills (MS Office). Continuous learning and information search. Ability to interpret and apply policy. Public Management. Leadership, organisational and problem solving skills. Knowledge of PFMA, DFI, BAS, JYP and other applicable legislations. Knowledge of Human Resource. Facility and Risk management knowledge will be an added advantage. |
| <u>DUTIES</u> | : | Control of the section related to Human Resources Management, Finance and Supply Chain Management. Manage finances of the office, vote account including the Budget. General supervision of administrative staff. Implement formal and informal disciplinary matters. 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 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 or Director Court Operations. |
| <u>ENQUIRIES</u> | : | Technical enquiries: Ms ZS Pienaar Tel No: (021) 469 4004 HR related enquiries: Ms M Baker Tel No: (021) 469 4000 |
| <u>POST 04/80</u> | : | <u>PRINCIPAL COURT INTERPRETER REF NO: 2022/14/OCJ</u> |
| <u>SALARY</u> | : | R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | North West Division of the High Court |
| | : | Grade 12 and a three-year national Diploma /Degree in Legal Interpreting or equivalent qualification at NQF Level 6 (360 credits). A minimum of Five years as a Court Interpreter with minimum of two (2) years supervisory experience. Proficiency in English and isiZulu languages. Knowledge of additional languages will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal). Good interpersonal Relations, ability to work under |

- pressure and solve problems, customer services, planning and organising skills. Confidentiality and analytical thinking, listening skills.
- DUTIES** : Render interpreting services in complex and high profile cases, special cases, and pre-trial conferences. Disciplinary hearings and consultations. Translate legal documents and exhibits. Assist with reconstruction of Courts records. Develop terminology and coin words. Procure foreign language interpreters and casual interpreters in line with PFMA. Render supervisory in legal interpreting and language environment. Provide mentoring and coaching to Junior/Senior interpreters. Manage performance of court interpreters. Leave management for language services at the high court and develop related language glossary.
- ENQUIRIES** : Technical enquiries: Mr O Sebatso Tel No: (018) 397 7065
HR related queries: Ms B Ontong Tel No: (018) 397 7064
- POST 04/81** : **POOL JUDGE'S SECRETARY REF NO: 2022/20/OCJ**
(One-Year Contract)
- SALARY** : R261 372 – R307 890 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Local Division Of The High Court: Johannesburg
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/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 service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the 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 reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Technical enquiries: Ms S Letlaka Tel No: (011) 335 0157
HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404
- POST 04/82** : **JUDGE'S SECRETARY REF NO: 2022/21/OCJ (X7 POSTS)**
(Three-Year Contract)
- SALARY** : R261 372 – R307 890 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Local Division Of The High Court: Johannesburg
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/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 service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES

: Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the 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 reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.

ENQUIRIES

: Ms S Letlaka Tel No: (011) 335 0157
HR related enquiries - Ms T Mbalekwa Tel No: (011) 335 0404

POST 04/83

: **JUDGE'S SECRETARY REF NO: 2022/22/OCJ (X7 POSTS)**
(Three-Year Contract)

SALARY

: R261 372 – R307 890 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

: Gauteng Division Pretoria

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/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 service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES

: Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the 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 reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.

ENQUIRIES

: Technical enquiries: Ms M Campbell Tel No: (012) 492 6799
HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404

POST 04/84

: **POOL JUDGE'S SECRETARY REF NO: 2022/23/OCJ (X3 POSTS)**
(One-Year Contract)

SALARY

: R261 372 – R307 890 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

: Durban 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/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 service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES

: Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the 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 reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.

ENQUIRIES

Technical enquiries: Mrs K Marais Tel No: 034 492 0261
HR related enquiries: Ms SZ Mvuyana Tel No: 034 492 0261

POST 04/85

: **JUDGE'S SECRETARY REF NO: 2022/24/OCJ**
(Re-Advertisement), Candidates who previously applied are encouraged to re-apply

SALARY

: R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: Mpumalanga Division Of The High Court: Mbombela

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/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 service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the 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 reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Technical enquiries: Ms J Ngobeni Tel No: (013) 758 0000
HR related enquiries: Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000
- POST 04/86** : **CHIEF ADMINISTRATION CLERK REF NO: 2022/25/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Supreme Court Of Appeal: Bloemfontein
Grade 12 and a three-year National Diploma/ Bachelor's Degree in Financial Management or equivalent qualification at NQF Level 6 (360 Credits). A minimum of three (3) years' experience in a financial environment. Technical Knowledge/Competencies: Knowledge and experience of processing transactions on the Basic Accounting System (BAS) and PERSAL systems. BAS, LOGIS). Knowledge and experience in the various Supply Chain Management processes. Knowledge and experience in PFMA and Treasury regulations, PERSAL, Departmental Financial Instructions (DFI).
- DUTIES** : Performing financial operational functions according to Departmental Financial Instructions (DFI) and in compliance with PFMA. Ensuring that all Supply Chain Management transactions are performed in line with the relevant policies, prescripts, regulations and guidelines and ensuring that all documents are audit ready. Dealing with the processing of all invoices and related correspondence in line with the relevant prescripts. Performing secretariat functions for specific meetings. Performing any other duties as required by the supervisor. Comply with Departmental prescripts and policies. Staff supervision. Performing all relevant HR related duties.
- ENQUIRIES** : Technical enquiries: Ms C.A Martin Tel No: (051) 412 7423
HR related queries: Ms M Luthuli Tel No: (051) 492 4573
- POST 04/87** : **PERSONAL ASSISTANT TO CEO (SAJEI) REF NO: 2022/26/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Grade 12 and a three-year National Diploma/Degree in Office Management or equivalent qualification at NQF Level 6 (360 Credits). A minimum of two (2) years' relevant experience in Executive Management. Document management experience will be added advantage. A valid driver's licence. Persal Certificate in

- leave and Personnel Administration. Skills and Competencies: Sound knowledge of office and document management practices. Advanced knowledge of MS Office applications. Ability to work independently and meet deadlines. Ability to attend to detail and to ensure the correctness of data/ information. Financial administration. Communication skills.
- DUTIES** : Manage the office of the CEO including diary coordination, secretarial support and document management. Provide technical support to the CEO in his/ her capacity as Budget Programme manager of the Unit. Coordinate corporate support service activities for the unit. Manage and appropriately direct all incoming correspondence for the Unit and handle on behalf of the CEO. Ensure effective document management in the office of the CEO.
- ENQUIRIES** : Technical enquiries: Ms M Mokgetle Tel No: (010) 493 2500
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 04/88** : **LIBRARIAN REF NO: 2022/27/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : High Court: Grahamstown
Grade 12 and a three-year National Diploma/Degree in Library Science/ Information Science or equivalent qualification at NQF Level 6 (360 Credits). A minimum of two (2) years' experience in Library and information systems. Knowledge of Library and Information Science matters. Knowledge of library prescripts, legislation, procedures, processes and library services. Experience in legal library will be an added advantage. Skills and Competencies: Good written and oral communication skills. Planning, organising and control. Computer Literacy (Microsoft Office). Analytical thinking. Decision making skills. Ability to work under pressure. Language proficiency. Conflict management and supervisory skills.
- DUTIES** : Render an effective and efficient library and information service to the users of the library and chambers. Manage the library and information systems. Assist with the book selection for the library and chambers. Classify and catalogue the High Court library material. Render reference and information services for the High Court Library. Monitor the library budget and give inputs to the library budget. Market and promote library services. Perform administration and supervisory services.
- ENQUIRIES** : Technical enquiries: Ms L Takane Tel No: (040) 608 7700
HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 04/89** : **CHIEF TYPIST REF NO: 2022/28/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division: Pretoria
Grade 12 or equivalent qualification. An appropriate word processing course successfully completed. A minimum of five (5) years relevant court experience (Legal terminology). A minimum of five (5) years supervisory and management experience. Short listed candidates will be required to pass a typing test.
- DUTIES** : Coordinate and supervision of Typist section. Ensure strict application of departmental typing prescripts. Type and proof read typed orders. Render or coordinate typing service to management and colleagues. Stakeholders and client management. Monitoring and management of the High Court System/Case line System. Record work in register for monthly statistics.
- ENQUIRIES** : Technical enquiries: Ms L Ledwaba Tel No: (012) 315 7429
HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404
- POST 04/90** : **REGISTRAR REF NO: 2022/15/OCJ**
- SALARY** : R260 928 - R926 193 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** : Mpumalanga Division Of The High Court: Mbombela

REQUIREMENTS : Grade 12 and an LLB Degree or a four (4) year Legal qualification. A minimum of two (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. Results driven. Honesty/Trustworthy. Observance of confidentiality.

DUTIES : Co-ordinating of Case Flow Management and support to the Judiciary. Attend to and execute requests from the Judiciary in connection with cases referred to case management related matters. Manage the capturing, tracking and monitoring of cases referred to case management to ensure compliance with the Uniform Rules of Court and practice directives. Assist the Judge President/ designated case management Judge with the facilitation of pre-trial conferences (Drawing of the roll). Maintaining of statistics on the case management tool. 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 of appeals and reviews. Deal with the files in terms of the relevant codes and legislation. Attend to taxations.

ENQUIRIES : Technical enquiries: Mr M Masekoameng Tel No: (013) 758 0000
HR related enquiries: Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000

POST 04/91 : **REGISTRAR (X2 POSTS)**

SALARY : R260 928 - R926 193 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 Gauteng Division: Pretoria Ref No: 2022/16/OCJ

Western Cape Local Division of the High Court Ref No: 2022/17/OCJ

REQUIREMENTS : Grade 12 and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. 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. Results driven. Honesty/Trustworthy. Observance of confidentiality.

DUTIES : Co-ordinating of Case Flow Management and support 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.

ENQUIRIES : Pretoria - Technical enquiries: Ms L Ledwaba Tel No: (012) 315 7429
HR related enquiries - Ms T Mbalekwa Tel No: (011) 335 0404
Western Cape - Technical enquiries: Ms R David Tel No: (021) 480 2635
HR related enquiries - Ms M Baker Tel No: (021) 469 4000

POST 04/92 : **REGISTRAR REF NO: 2022/18/OCJ**

SALARY : R260 928 - R926 193 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.

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| <u>CENTRE REQUIREMENTS</u> | : | High Court: Grahamstown |
| | : | Grade 12 and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. 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. Results driven. Honesty/Trustworthy. Observance of confidentiality. |
| <u>DUTIES</u> | : | Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes and the Court Proceedings until finalization. Co-ordinate court operations including interpreting services. Co-ordinate civil and criminal appeals and reviews. Process opposed and unopposed applications including divorces. Facilitation of Pre-Trial conferences. Quality checks on Civil and 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. Knowledge of and adherence to policies. 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. Support to the legal fraternity and public. 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. Perform Quasi-Judicial functions and record-keeping thereof. |
| <u>ENQUIRIES</u> | : | Technical enquiries: Ms L Marshall-Reen Tel No: (046) 603 500 HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217 |
| <u>POST 04/93</u> | : | <u>REGISTRAR REF NO: 2022/19/OCJ</u> |
| <u>SALARY</u> | : | R260 928 - R926 193 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. |
| <u>CENTRE REQUIREMENTS</u> | : | Land Claims Court: Randburg |
| | : | Grade 12 and an LLB Degree or a four (4) year Legal qualification. A minimum of two (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. Results driven. Honesty/Trustworthy. Observance of confidentiality. |
| <u>DUTIES</u> | : | Co-ordinating of Case Flow Management and support the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Co-ordinating appeals and reviews. 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 and deal with the files in terms of the relevant codes and Legislation. Manage submission of stats. Attend to taxations including reviews, processes and grant judgement by default. Assist the public with court procedures. Process reviews and appeals (civil). Attend to and oversee general public queries or correspondence. Attend to judicial support functions. Issue court orders. Attend to office management. |
| <u>ENQUIRIES</u> | : | Technical enquiries: Mr J Mabena Tel No: (011) 781 2291 HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404 |

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| <u>POST 04/94</u> | : | <u>ADMINISTRATION CLERK: DCRS REF NO: 2022/29/OCJ (X2 POSTS)</u> |
| <u>SALARY</u> | : | R176 310 – R207 681 per annum. The successful candidate will be required to sign performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Western Cape Local Division of the High Court Grade 12 or equivalent qualification. Appropriate experience in general administration or court related functions with regard to court recordings and /or case flow management. A valid driver's license will be an added advantage. Understanding of confidentiality in Government Knowledge of relevant legislation. Skills and Competencies: Communication (written and verbal). Computer literacy (MS Office). Good interpersonal and public relations skills. Ability to work under pressure and solve problems. Customer service skills. Document management. |
| <u>DUTIES</u> | : | Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof. Record court proceedings. General administrative duties in the Court Performance, HR, Finance, Supply Chain and Facilities divisions of the court. Provide administrative support in general court and case flow management. Provide any other administrative support as required by the Judiciary, Court Manager and /or Supervisor. |
| <u>ENQUIRIES</u> | : | Technical enquiries: Ms R David Tel No: (021) 480 2635 HR related enquiries: Ms M Baker Tel No: (021) 469 4000 |
| <u>POST 04/95</u> | : | <u>ADMINISTRATION CLERK REF NO: 2022/30/OCJ</u> |
| <u>SALARY</u> | : | R176 310 – R207 681 per annum. The successful candidate will be required to sign performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | High Court: Pietermaritzburg Grade 12 or equivalent qualification. Appropriate experience in general administration or court related functions with regard to court recordings and /or case flow management. A valid driver's license will be an added advantage. Understanding of confidentiality in Government Knowledge of relevant legislation. Appropriate/relevant experience in Appeals and Reviews will be an added advantage. Skills and Competencies: Communication Skills. Above average computer literacy. Good interpersonal relations. Ability to work under pressure and solve problems. Customer service. |
| <u>DUTIES</u> | : | Responsible for issuing of processes for reviews. Responsible for typing of court orders. Responsible for preparing of Judge's records. Responsible for counter duties. Deal with telephonic enquiries and written correspondence. Responsible for keeping statistics. Perform any variety of routine duties that are related to the activities of the Department and any other duties performed in regard to the post. |
| <u>ENQUIRIES</u> | : | HR and technical related enquiries: Mr M Zondi Tel No: (033) 345 8211 |
| <u>POST 04/96</u> | : | <u>ADMINISTRATION CLERK REF NO: 2022/31/OCJ</u> |
| <u>SALARY</u> | : | R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE REQUIREMENTS</u> | : | Supreme Court Of Appeal: Bloemfontein Grade 12 or equivalent qualification. A three-year national Diploma/Degree in Logistics/Transport management /Public management and Administration or equivalent qualification at NQF Level 6 (360 Credits) will serve as an added advantage. A valid driver's licence. Skills and Competencies: Good communication skills (verbal and written). Computer literacy. Good interpersonal skills. Good administration and organisational skills. Customer service skills. Ability to work under pressure. Attention to details. |
| <u>DUTIES</u> | : | Transport and logistics duties including the managing and driving of Judges vehicles and government vehicles. Procurement of goods and services. Compiling and capturing of sundry and purchase order payments using JYP and BAS systems. Facility management: checking of building for any defects or needs and liaising with suppliers for any defects. Facilitate human resource management transactions on Persal system and filling of leave and performance management documents. |
| <u>ENQUIRIES</u> | : | Technical enquiries: Ms C.A Martin Tel No: (051) 412 7423 HR related enquiries: Ms M Luthuli Tel No: (051) 492 4573 |

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| <u>POST 04/97</u> | : | <u>REGISTRAR'S CLERK REF NO: 2022/32/OCJ</u> |
| <u>SALARY</u> | : | R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Supremecourt of Appeal |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent qualification plus 0-2 year's relevant experience. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license (was not included). Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail. Customer service skills orientated. |
| <u>DUTIES</u> | : | Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper administration of all appeal and petition processes. Ensuring proper receipt, processing, administration and filing of all appeals and applications for leave to appeal. Perform general administrative duties. |
| <u>ENQUIRIES</u> | : | Technical enquiries: Ms C.A Martin Tel No: (051) 412 7423 HR related enquiries: Ms M Luthuli Tel No: (051) 492 4573 |
| <u>POST 04/98</u> | : | <u>ASSISTANT LIBRARIAN REF NO: 2022/33/OCJ</u> |
| <u>SALARY</u> | : | R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Gauteng Division: Johannesburg |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent qualification. Skills and Competencies: Good written and oral communication skills. Report writing. Research and Planning. Organising and control. Computer Literacy (Microsoft Office). Creative and Analytical thinking. Problem Solving. Good Interpersonal relations. Customer Oriented. Decision making skills. Ability to work under pressure. |
| <u>DUTIES</u> | : | Assist with management and control of Library and its resources in line with the library code and other applicable prescripts. Assist with ordering of library material approved by the library committee. Assist in classifying, cataloguing and indexing library material. Update loose-leaf publications. Responsible for the sub-libraries outside the court. Assist with running and maintenance of the library including the physical structure. Arrange for the binding of loose-leaf publications. Processing of standing orders. Carry boxes on delivery of books to Judges Chambers. Assist with compiling of reports on library matters. |
| <u>ENQUIRIES</u> | : | Technical enquiries: Ms L Madisha Tel No: (011) 335 0165 HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404 |
| <u>POST 04/99</u> | : | <u>TYPIST (X4 POSTS)</u> |
| <u>SALARY</u> | : | R147 459 – R173 706 per annum. The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Gauteng Division: Pretoria Ref No: 2022/34/OCJ (X1 Post) Gauteng Division: Johannesburg Ref No: 2022/35/OCJ (X1 Post) North West High Court Ref No: 2022/36/OCJ (X2 Posts) |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent qualification. Minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem solving skills. Accuracy and attention to details. Ability to work under pressure. Good timekeeping. Telephone etiquette. |
| <u>DUTIES</u> | : | Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties. |

- Assisting taxing master with drawing taxation files, taxation dates for attorneys and his/her diary, attending to telephone calls regarding taxation dates and court order processes, if the matter was heard and order was made.
- ENQUIRIES** : **Pretoria** -Technical enquiries: Ms M Campbell Tel No: (012) 492 6799/
Johannesburg - Technical enquiries: Ms S Letlaka Tel No: (011) 335 0157
HR related enquiries - Ms T Mbalekwa Tel No: (011) 335 0404
North West - Technical enquiries: Mr O Sebatso Tel No: (018) 397 7065
HR related enquiries: Ms B Ontong Tel No: (018) 397 7064
- POST 04/100** : **DATA CAPTURER REF NO: 2022/37/OCJ**
- SALARY** : R147 459 – R173 706 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division: Pretoria
: Grade 12 or equivalent qualification. Experience in data capturing will serve as an added advantage. Skills and Competencies: Good communication skills (verbal and written). Job Knowledge. Planning and organisation skills. Flexibility. Teamwork. Good interpersonal relations. Advanced computer skills and ability to work under pressure.
- DUTIES** : Provide administration support service. Capture and update data from available records into the required formats e.g. databases, table, spreadsheet. Generate spreadsheets. Update the system on all data sets. Validate and review data (for quality purpose) to ensure correctness, completeness and consistency. Compile and update routine statistical information/reports and registers. Receive, register and track records or documents submitted for further processing in the Human Resource Management and Development component of the Institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic record. Provide routine and administrative maintenance services. Continuous updating of information on computer for reporting purposes and retrieving information required. Verify query missing data and errors observed during data entry. Submit data. Make regular backups of data. Keep and maintain records and files. Ensure records and files are properly sorted and secured. Provide information to the component.
- ENQUIRIES** : Technical enquiries: Ms Malatji Tel No: (012) 492 6796
HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404
- POST 04/101** : **SECURITY OFFICER REF NO: 2022/38/OCJ**
- SALARY** : R124 434 – R146 577 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape High Court: Kimberley
: Grade 12 or equivalent qualification. The following will serve as an added advantage: A minimum of one (1) year applicable experience: PSIRA, Grade C Certificate a valid code EB driver's licence and Basic Computer Literacy (MS Office). Skills and Competencies: Good communication skills (verbal and written). Problem solving skills. Good interpersonal relations. Ability to serve members of the public, clients and visitors. Planning, organisation and analytical thinking skills. Ability to function and operate in a team.
- DUTIES** : Perform security control room functions. Perform access control functions. Secure and protect Departmental property, documents, assets and stores. Render security and access control services at all security-controlled areas. Implementation of safety regulations and safety protocols. Identify and report security breaches. Perform search, patrol and perimeter security functions. Perform routine administrative functions as required by the OCJ.
- ENQUIRIES** : HR and technical related enquiries: Ms S Ruthven Tel No: (053) 807 2733
- POST 04/102** : **SECURITY OFFICER REF NO: 2022/39/OCJ**
- SALARY** : R124 434 – R146 577 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State High Court

- REQUIREMENTS** : Grade 12 or equivalent qualification. The following will serve as an added advantage: A minimum of one (1) year applicable experience: PSIRA, Grade C Certificate. A valid code EB driver's licence and Basic Computer Literacy (MS Office). Skills and Competencies: Good communication skills (verbal and written). Problem solving skills. Good interpersonal relations. Ability to serve members of the public, clients and visitors. Planning, organisational and analytical thinking skills. Ability to function and operate in a team.
- DUTIES** : Perform security control room functions. Perform access control functions. Secure and protect Departmental property, documents, assets and stores. Render security and access control services at all security-controlled areas. Implementation of safety regulations and safety protocols. Identify and report security breaches. Perform search, patrol and perimeter security functions. Perform routine administrative functions as required by the OCJ.
- ENQUIRIES** : Technical enquiries: Ms VAV Ntwasa Tel No: (051) 492 4586
HR related enquiries: Ms M Luthuli Tel No: (051) 492 4573