

OFFICE OF THE CHIEF JUSTICE

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.

North West: Division of the High Court: Mmabatho: 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.

KwaZulu-Natal/Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.

Gauteng Division: Johannesburg/ Pretoria: 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 division of the High Court: 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.

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.

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 Plaaitjie Drive, Room B107, Kimberley.

Queberha/Makhanda: 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.

CLOSING DATE

: 11 November 2022

NOTE

: All applications must be submitted on 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 and should be accompanied by a recent comprehensive CV ONLY; contactable referees (telephone numbers and email addresses must be indicated). ONLY shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. 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 by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted). 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. All shortlisted candidates for Senior Management Service (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 committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. 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. **ERRATUM:** Kindly note that the position of Assistant Director: Protocol Officer to the Deputy Chief Justice (Role-Playing post) Ref No: 2022/162/OCJ (3-year renewable contract) advertised on Public Service Vacancy Circular 38 dated 07 October 2022 with a closing date of 24 October has been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 41/107</u>	:	<u>DEPUTY DIRECTOR: DESKTOP SUPPORT AND SERVICE MANAGER REF NO: 2022/167/OCJ</u>
<u>SALARY</u>	:	R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Matric certificate and a three-year National Diploma in Computer Engineering, Information Technology or Equivalent qualification at NQF Level 6 (360 Credits) as recognized by SAQA. Minimum 6 years' experience in desktop support or related environment with one (1) year experience in Project Management within the ICT environment and a minimum experience as an Assistant Director or equivalent. A valid driver's license Valid Microsoft Certified System Administration or Microsoft Certified Desktop Support Technician or Microsoft 365 Certified Modern Desktop Administrator Associate or Equivalent. Valid ITIL Foundation Certificate. Valid Prince 2 or PMBOK certificate will be an added advantage. Technical Knowledge/Competencies: Desktop and Systems support, ICT project management, ICT Change management Experience in ICT Service Management environment. Experience in network and systems administration. Experience with DNS, DHCP, SQL, and WSUS. Experience with anti-virus and malware protection solutions. A strong focus on service delivery with a desire to innovate, improve process, support others, and share ideas. Knowledge of Public Service Regulations. 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, Planning and Execution, Service Delivery Innovation, ITIL, Corporate Governance of ICT.
<u>DUTIES</u>	:	Provide IT Service Desk services and support to all users at OCJ. Provide support and management to the desktop support team of their duties daily and ensuring procedures and processes are adhered to Management and deployment of ad-hoc projects within the Desktop Support environment, which includes hardware and software, releases. Provision of first- and second-line

line support of OCJ Business Applications and Local Area Network (LAN). Implementation and maintenance of end-point security solutions and software upgrades/ releases within the Desktop Support environment, Management of the Service Level Agreements (SLA's) and Operational Level Agreements (OLA's) for ICT environment with both internal and external stakeholders Development and implementation of procedures and processes in line with standards for the ICT Desktop Support environment. Provide supervisory and coordination role to internal and external ICT Desktop Support environment. Coordinate and Manage end user devices lifecycle and technology refresh plans. Coordinate the Install, Move, Add, Change and Decommission (IMACD) services for all end user devices.

ENQUIRIES : Technical related enquiries: Mr T Ramatlapeng Tel No: 010 493 8754
HR Related Enquiries: Ms. S Tshidino Tel No: (010) 493 2500/2528

POST 41/108 : **SENIOR LAW RESEARCHER REF NO: 2022/168/OCJ**

SALARY : R477 090 – R561 981 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Supreme Court of Appeal: Bloemfontein

REQUIREMENTS : Matric certificate and an LLB degree or four (4) years' recognized legal qualification as recognized by SAQA. A minimum of two (2) years' relevant legal experience. A minimum of three (3) years' legal research experience. Three (3) years' supervisory experience. 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. Supervisory skills.

DUTIES : 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. 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 analyse 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 judgements, 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. Supervise all Law Researchers.

ENQUIRIES : Technical Related Enquiries: Ms C.A Martin Tel No: 051 412 4700
HR Related Enquiries: Ms M.A Luthuli Tel No: 051 492 4573

POST 41/109 : **LAW RESEARCHER REF NO: 2022/169/OCJ**

SALARY : R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : North West Division Of The High Court: Mmabatho

- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : Technical enquiries: Mr O Sebatatso Tel No: (018) 397 7065
HR related enquiries: Ms B Ontong Tel No: (018) 397 7064
- POST 41/110** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT & CONTRACT MANAGEMENT REF NO: 2022/170/OCJ**
- SALARY** : R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Matric certificate and a 3-year National Diploma/ Degree or equivalent qualification as recognized by SAQA. A minimum of (3) to (5) years' working in Supply Chain Management of which two (2) years must be at supervisory level. Knowledge of Public Finance Management Act (PFMA), PPPMA, BBB-EE Act, Treasury Regulations act. In-depth Knowledge of financial systems e.g. LOGIS, JYP, SAP and other systems. A driver's licence will be added advantage. Skills and Competencies: Ability to work independently and meet deadline. The ability to work under pressure, work in a team and prepared to work overtime when required. Excellent analytical, planning, organizational skills. Good interpersonal relation excellent communication skills (written and verbal). Computer literacy.
- DUTIES** : Contract Management (Monitor and manage all contract. Ensure that service level agreements are signed on time by the supplier and the relevant end user. Effective management of commitment (outstanding orders) and accruals. Ensure timeous processing of payment to suppliers. Reporting and compiling on interim financial statement (IFS) and annual financial statement (AFS) on monthly and quarterly basis. Capturing of awarded contracts on National Treasury contracts registration application (CRA). Follow up on outstanding commitments. Ensure proper filing and safekeeping of documents (SLA and payment batches). Assist the courts, regional centres or provincial offices with loading of contract on the system. Supervise subordinates in ensuring compliance with SCM policies. Sourcing of quotation as per National Treasury guidelines. Assist end users with the compilation of compliant specifications. Capture requisitions on the Supply Chain System. Prepare quotes and compile request for quotes and ensure that all relevant forms are attached. Perform other duties as delegated by the supervisor.
- ENQUIRIES** : Technical related enquiries: Mr B Mxasa Tel No: 010 493 2604
HR Related Enquiries: Ms. S Tshidino Tel No: (010) 493 2500/2528
- POST 41/111** : **JUDGE'S SECRETARY (X5 POSTS)**
(3 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 of the High Court: Pretoria Ref No: 2022/171/OCJ (X4 Posts)

<u>REQUIREMENTS</u>	:	Gauteng Division of the High Court: Johannesburg Ref No: 2022/172/OCJ Matric Certificate. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms M Campbell Tel No: (012) 492 6799 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>POST 41/112</u>	:	<u>JUDGE'S SECRETARY REF NO: 2022/173/OCJ</u>
<u>SALARY</u>	:	R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Limpopo Division Of The High Court: Polokwane Matric Certificate. 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.
<u>DUTIES</u>	:	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, 28 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/HR related enquiries: Mr TD Masemola Tel No: 015 495 1753

POST 41/113 : **REGISTRAR REF NO: 2022/174/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 REQUIREMENTS : Gauteng Division of The High Court: Pretoria
: Matric Certificate 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. A valid driver's license will serve as an advantage. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work 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. Coordinate, 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. Manage submission of statistics to the Chief Registrar. Attend to taxations including reviews. Process and grant judgments by default. Assist the public with court procedures. Process reviews and appeals (civil and criminal). Attend to and oversee general public queries or correspondence. Prepare and present cases for audit. Manage performance in terms of Annual Performance Plan.

ENQUIRIES : Technical Enquiries: Ms T Ledwaba Tel No: (012) 315 7429
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

POST 41/114 : **REGISTRAR REF NO: 2022/175/OCJ**

SALARY : R260 928 - R926 193 per annum (MR3 –MR5), (Salary to be determined in accordance with technical or practical experience as per the Occupation Specific Dispensation Determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Mpumalanga Division of the High Court: Middleburg
: Matric Certificate 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-ordination of Case Flow Management support services to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Manage the criminal and civil trials, motions, pre-trials, mental health, petition, appeal and review processes. Attending to all quasi-judicial functions namely, default judgement and taxations. Maintaining of criminal and civil record books.

Authentication of documents for internal use. 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 : Technical: Mr M Mothabo Tel No: 013 492 2210
HR Related Enquiries: Mr M Maeko Tel No: 013 758 0000

POST 41/115 : **HUMAN RESOURCE OFFICER: HRD&PMDS REF NO: 2022/176/OCJ**

SALARY : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand
REQUIREMENTS : Matric certificate and a 3-year National Diploma (NQF Level 6) in HRM, Public Administration or relevant qualification as recognized by SAQA. A minimum of one (1) year' experience in Human Resource Management and Development environment will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal). Planning and organising skills. Be able to pay attention to detail and work within deadlines. Proven computer literacy, including MS Word & Ms Excel. Knowledge of HRM/D legislation and policies, knowledge and understanding the concepts of HRD and PMDS. Ability to adapt to change. Ability to interpret policies and legislation. Client and costumer orientated. Good interpersonal skills. Ability to analyse information, identify and solve problems, reason logically and ability to work under pressure.

DUTIES : Assist to Coordinate and administer Human Resource Development in the department. Administer internal Bursaries in the department. Assist to Coordinate and develop the departmental induction and compulsory induction programme database. Assist to administer skill development initiatives. Assists with the training logistics Render PMDS administration.

ENQUIRIES : Technical Related Enquiries: Ms A Nthompe Tel No: 010 493 2536
HR Related Enquiries: Ms. S Tshidino Tel No: (010) 493 2500/2528

POST 41/116 : **ADMINISTRATION CLERK: DCRS REF NO: 2022/177/OCJ**

SALARY : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Supreme Court Of Appeal: Bloemfontein
REQUIREMENTS : Matric certificate or equivalent qualification. A minimum of one-year relevant experience will serve as an added advantage; Computer literacy; An understanding and/or working knowledge of PERSAL, BAS and JYP will be an added advantage. Skills and Competencies: Job knowledge; Interpersonal skills; Flexibility; Teamwork; Computer Literacy (MS Office); Planning and organising; Good verbal and written communication skills.

DUTIES : Rendering general clerical support services; Provide supply chain clerical support within the component; Provide financial administration support in the component; Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Handle routine enquiries; Make photocopies as required; Keep and maintain the filing system for the component; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component.

ENQUIRIES : Technical: Ms C.A Martin Tel No: (051) 412 7400
HR Related Enquiries: Ms M.A Luthuli Tel No: (051) 492 4523

POST 41/117 : **ADMINISTRATION CLERK: DCRS REF NO: 2022/178/OCJ**

SALARY : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division Of The High Court: Pretoria
REQUIREMENTS : Matric certificate 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.
- DUTIES** : 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.
- ENQUIRIES** : HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 41/118** : **ADMINISTRATION CLERK: CRT REF NO: 2022/179/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division of the High Court: Mbombela
 Matric certificate or equivalent qualification. A minimum of one year relevant experience in general administration or court related functions with regard to court recordings and /or case flow management will serve as an added advantage. 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.
- DUTIES** : prepare court before court proceedings by testing the recording machines and microphones. Perform digital recording of court proceedings and ensure integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general court performance and case-flow management. Provide any other administrative support in performance duties in HR, Finance and Supply Chain and Facilities of the Court as required by the judiciary, Court Manager and or supervisor.
- ENQUIRIES** : Technical: Mr M Masekoameng/ Ms C Venter Tel No: 013 758 0000
 HR Related Enquiries: Mr M Maeko Tel No: 013 758 000
- POST 41/119** : **REGISTRAR'S CLERK REF NO: 2022/180/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape Division of the High Court: Kimberley
 Matric certificate. A valid driver's licence. The following will be an added advantage: Experience in asset Management; understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts; knowledge of the public sector procurement process, rules and regulations. Skills and Competencies: Accuracy and attention to details; computer literacy (MS Office); Good communication skills (written and verbal); Good administration and organising skills; Good interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated.
- DUTIES** : Physical verification of all movable assets including Library Books; Identify assets to be disposed and prepare submission to the Provincial Disposal Committee; Facilitate the removal of disposed assets from the premises; Retire approved assets on the JYP asset register system; Maintain a file for disposed assets; Reconcile the asset register against scanned the scanned data; update all assets movement form onto the JPY system; Update verification results onto the JPY system (description, custodian, location, condition and serial number); Identify assets not recorded on the register and facilitate uploading thereof; identify, report and investigate unverified assets and advise Court Manager & DD: Finance on corrective action to be taken; Liaise with Head Office to ensure that all verification results have been successfully updated onto JYP; Monthly confirmation of the lease register; and Physical verification of all leased equipment (photocopiers) and leased motor vehicles, Reconciliation of the general ledger (BAS), the asset Register (JYP) and the financial statements; reporting of losses; Management of Stock/Inventory; Any other duties that may be requested by Management from time to time.
- ENQUIRIES** : Technical Enquiries: Ms S Kayuma Tel No: (053) 807 2720/7
 HR Related Enquiries: Ms T Methu Tel No: (053) 807 2714

- POST 41/120** : **REGISTRAR'S CLERK REF NO: 2022/181/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour And Labour Appeals Court: Johannesburg
- REQUIREMENTS** : Matric certificate or equivalent qualification. A minimum of one year² 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.
- DUTIES** : 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.
- ENQUIRIES** : Technical Enquiries: Mr G Ditshane Tel No: 010 494 9243
HR Related Enquiries: Ms T Mbalekwa Tel No: 010 494 8515
- POST 41/121** : **REGISTRAR'S CLERK REF NO: 2022/182/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court of Appeal: Bloemfontein
- REQUIREMENTS** : Matric certificate or equivalent qualification. A minimum of one year-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. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office).
- DUTIES** : Rendering of effective and efficient caseload management support services to the court; Attend to all stakeholder enquiries and correspondence; Ensure proper filing and safekeeping of all court records; Proper administration of all appeal and petition processes; Ensure proper receipt, processing, administration and filing of all appeals and applications for leave to appeal; Perform general administrative duties.
- ENQUIRIES** : Technical: Ms E. Vermeulen Tel No: (051) 412 7400
HR Related Enquiries: Ms M.A Luthuli Tel No: (051) 492 4523
- POST 41/122** : **ADMINISTRATION CLERK: ASSET CONTROLLER REF NO: 2022/183/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Northern Cape provincial service centre: Kimberley
- REQUIREMENTS** : Matric certificate. A valid driver's licence. The following will be an added advantage: Experience in asset Management; understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts; knowledge of the public sector procurement process, rules and regulations. Skills and Competencies: Accuracy and attention to details; computer literacy (MS Office); Good communication skills (written and verbal); Good administration and organising skills; Good interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated.
- DUTIES** : Physical verification of all movable assets including Library Books; Identify assets to be disposed and prepare submission to the Provincial Disposal Committee; Facilitate the removal of disposed assets from the premises; Retire approved assets on the JYP asset register system; Maintain a file for disposed assets; Reconcile the asset register against the scanned data; update all assets movement form onto the JYP system; Update verification results onto the JYP system (description, custodian, location, condition and serial number); Identify assets not recorded on the register and facilitate uploading thereof;

identify, report and investigate unverified assets and advise Court Manager & DD: Finance on corrective action to be taken; Liaise with Head Office to ensure that all verification results have been successfully updated onto JYP; Monthly confirmation of the lease register; and Physical verification of all leased equipment (photocopiers) and leased motor vehicles, Reconciliation of the general ledger (BAS), the asset Register (JYP) and the financial statements; reporting of losses; Management of Stock/Inventory; Any other duties that may be requested by Management from time to time.

ENQUIRIES : Technical Enquiries: Ms S Kayuma Tel No: (053) 807 2720/7
HR Related Enquiries: Ms T Methu Tel No: (053) 807 2714

POST 41/123 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: 2022/184/OCJ**

SALARY : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Eastern Cape Division of The High Court: Makhanda
: Matric Certificate 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. Accuracy and attention to detail.

DUTIES : Assist with management and control of Library and its resources in line with the library code and other applicable prescripts including assisting with asset verification/disposals etc. Assist with ordering of library material approved by the library committee. Assist in classifying, cataloguing and indexing library material. Update loose-leaf publications. Assist with running and maintenance of the library .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. Assist customers/library users with searching and/or obtaining information and thus be familiar with databses i.e. Jutastat, Lexis Nexis, SAFCII, SABINET.

ENQUIRIES : Technical: Ms I Buys Tel No: 041 502 6626
HR Related Enquiries: Mr S Mponzo Tel No: 043 726 5217

POST 41/124 : **LIBRARY ASSISTANT REF NO: 2022/185/OCJ**

SALARY : R147 459 - R173 706 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Eastern Cape Division of the High Court: Gqeberha
: Matric Certificate 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. Accuracy and attention to detail.

DUTIES : Assist with management and control of Library and its resources in line with the library code and other applicable prescripts including assisting with asset verification/disposals etc. Assist with ordering of library material approved by the library committee. Assist in classifying, cataloguing and indexing library material. Update loose-leaf publications. Assist with running and maintenance of the library. 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. Assist customers/library users with searching and/or obtaining information and thus be familiar with databases i.e. Jutastat, Lexis Nexis, SAFCII, SABINET.

ENQUIRIES : Technical: Ms I Buys Tel No: 041 502 6626
HR Related Enquiries: Mr S Mponzo Tel No: 043 726 5217

POST 41/125 : **DATA CAPTURER REF NO: 2022/186/OCJ**

SALARY : R147 459 – R173 706 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Gauteng Division of the High Court: Pretoria
: Matric Certificate 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: Ms Malatji Tel No: (012) 492 6796
HR Related Enquiries: Ms T Mbalekwa Tel No: 010 494 8515
- POST 41/126** : **SECURITY OFFICER REF NO: 2022/187/OCJ**
- SALARY** : R124 434 – R146 577 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu-Natal Division of the High Court: Pietermaritzburg
Matric Certificate 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 Related Enquiries: HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206