

OFFICE OF THE CHIEF JUSTICE

APPLICATIONS

- : **National Office: Midrand/Constitutional Court:** 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.
- Thohoyandou/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.
- 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
- 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 Somtseu 8 & Stalwart Simelane Streets, Durban, 4000.
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatjie Drive, Room B107, Kimberley.
- 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.
- Gauteng Division:** Pretoria/Johannesburg/Land Claims Run burg: 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.

CLOSING DATE

- : 25 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:** Please note the post of Law Researcher advertised with Ref No: 2022/169/OCJ for the North West Division of the High Court in the Vacancy Circular dated 28 October 2022 with a closing date 11 November 2022 has been withdrawn.

OTHER POSTS

POST 43/67 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2021/194/OCJ**

SALARY : R744 255 – R876 705 per annum, (all-inclusive salary package). The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Service Centre: Kimberly

REQUIREMENTS : Matric certificate and a three-year National Diploma/Bachelor's Degree in Human Resource Management and/or Development or Public Administration or equivalent qualification as recognised by SAQA. A minimum of five (5) years' experience in Human Resource Management of which three (3) years' must be at Assistant Director level. A valid driver's license. Technical knowledge competencies: Knowledge of Human Resource Administration as well as Recruitment and Selection. Knowledge of PERSAL. Knowledge and understanding of the current public service legislations, regulations and policies. Computer literacy in MS Office. Skills and competencies: Good verbal and written communication skills. Strong leadership and Project management skills. Good interpersonal relations skills. Problem solving, Presentation and Conflict Management skills. Self-disciplined and able to work under pressure with minimum supervision. People management and Supervisory skills. Policy Development and Report writing skills.

DUTIES : Develop and review HR administration related policies. Manage HR Provisioning (Recruitment & selection and appointments) in the Province. Manage staff Establishment of the Province. Manage HR administration. Training and HR Records in the Province. Manage the Performance Management and Development system. Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees. Facilitate the process of Employee Relations in the Province. Provide expert advisory support to stakeholders. Responsible for the interpretation and implementation of OSD policies and resolutions. Give advice on Procedural and technical related matters in respect of Human Resource administration, policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management. Manage and administer policy and procedure in incapacity leave and ill health retirement (PILIR) in the department.

ENQUIRIES : Technical Enquiries: Ms S Kayuma Tel No: (053) 807 2720/7 HR Related Enquiries: Ms T Methu Tel No: (053) 807 27

POST 43/68 : **ASSISTANT DIRECTOR: SECURITY REF NO: 2022/195/OCJ**

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

CENTRE : Provincial Service Centre: Kimberly

- REQUIREMENTS** : Matric certificate and a three-year National Diploma / Bachelor Degree in Security Management or Risk Management (NQF level 6) plus a minimum of three (3) years' experience in the security environment. A minimum of at least three years' experience at level seven. Grade A State Security Agency Course. Skills and Competencies: Sound knowledge of PAIA, MISS, OHSA, Protection of Information Act, Access to Public Premises and Vehicles. Computer Literacy. A valid driver's license.
- DUTIES** : Provide security advisory services to Management and maintain security value adding consultancy. Ensure implementation of the OCJ Security Policy. Development of security procedural guidelines. Manage matters related to integrity management and investigate security breaches. Ensure that physical security measures are in place by providing physical security infrastructure and key controls. Manage contracted security service provider and ensure compliance with the service level agreement. Evaluation and optimization of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Ensure compliance with Occupational Health and Safety Act. Interaction with security-related and relevant authorities.
- ENQUIRIES** : Technical Enquiries: Ms S Kayuma Tel No: (053) 807 2720/7 HR Related Enquiries: Ms T Methu Tel No: (053) 807 27
- POST 43/69** : **JUDGE'S SECRETARY REF NO: 2022/197/OCJ (X2 POSTS)**
(3-Year Contract)
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court Pretoria
: 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, or a 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, directions, opinions, orders or judgments written or granted 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, official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide copies of documents to the Registrar once matter is finalised by Judge. 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. Perform administrative duties of the registrar prior to and while on circuit. 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 and logbook. 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. Maintain confidentiality in respect of the operations of both the Judge's private and official schedule.
- ENQUIRIES** : Technical enquiries Ms M Campbell Tel No: (012) 492 6799
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

- POST 43/70** : **PERSONNEL PRACTITIONER REF NO: 2022/198/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Limpopo Division Of The High Court: Thohoyandou
 : Matric certificate and a three (3) years' National Diploma or Degree in HRM/Public Administration/Management or equivalent qualification Degree as recognised by SAQA. At least three (3) years functional experience in Human Resource Management within the Public Service. Extensive knowledge of PERSAL system. A valid code B drivers' licence. Skills and Competencies: Computer literacy. Knowledge of the relevant Human Resource Management Legislation/ Directives. Knowledge of PERSAL system. Good communication skills (written and verbal). Good interpersonal and public relation skills. Good administration and organizational skills. Customer Service Skills. Time management and Confidentiality. Supervisory and leadership skills. Ability to work under pressure.
- DUTIES** : Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service e.g. Personnel development, performance management and discipline, and ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing Medical, Injury on duty, Terminations, Long service recognition, Overtime, relocation, Pension, allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice the Department/personnel on HR Administration matters to enhance the correct implementation of HR Management practices. Approve transaction on PERSAL according to delegations. Prepare reports on Human Resource Administration issues and statistics.
- ENQUIRIES** : HR related enquiries: Mr TJ Masemola/ Ms N Phadziri Tel No: Tel No: (015) 495 1753/1743
- POST 43/71** : **PERSONNEL PRACTITIONER REF NO: 2022/199/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office Midrand
 : Matric certificate and a three (3) years' Degree or National Diploma in HRM/ Public Administration/ Management or Related Equivalent Qualification as recognised by SAQA. At least two (2) years functional experience in Human Resource Management within the Public Service. Skills and Competencies: Knowledge of HR policy application in terms of relevant legislative framework (e.g. the Public Service Act, Public Service Regulations and relevant labour legislation). Formal PERSAL training and Computer literacy, extensive Excel experience is essential. Good communication, writing, time management and organising skills.
- DUTIES** : The successful candidate will be responsible for providing an effective and efficient human resource administration service. This entails application of HR policies and procedures: Accurate application of DPSA prescripts, regulations as well as the Departmental policies regarding HRA. The administering of recruitment, selection, appointment and promotion on PERSAL. Maintenance of HR statistics. Assist in drafting of new policies and maintenance of policies that are up for review and policies that have been specifically identified for review. Administering of personnel information systems and departmental reporting.
- ENQUIRIES** : Technical/HR related enquiries: Ms C Gideon Tel No: 010 493 200
- POST 43/72** : **SENIOR COURT INTERPRETER REF NO: 2022/200/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of The High Court: Johannesburg
 : Matric certificate and a three-year National Diploma in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of three (3) years practical experience in Court Interpreting or

Matric certificate and ten (10) years practical experience in Court Interpreting. Proficiency in English and two- or more indigenous languages (Afrikaans, IsiZulu, Northern Sotho, Southern Sotho, Tsonga, Venda, IsiNdebele, isiSwati, isiXhosa). Knowledge of any foreign languages and Sepulane will be an added advantage. A valid driver's license will be an added advantage. Skills and Competencies: Knowledge of Public Services, Legislation, Prescripts and Regulations. Research skills. Computer literacy (MS Office), Excellent communication skills (written and verbal), Good people skills/interpersonal relations, Analytical thinking, Planning and organization skills, Accuracy and attention to detail, Customer service orientated, Ability to work under pressure and solve problems, Exceptional listening skills, Confidentiality, Minute taking skills. Decision-making and time, management skills. Good reporting skills. Creative and analytical thinking, skills.

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

ENQUIRIES : Technical enquiries Johannesburg: Ms S Letlaka Tel No: (010) 494 8486
HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404

POST 43/73 : **SENIOR COURT INTERPRETER REF NO: 2022/201/OCJ**

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

CENTRE REQUIREMENTS : Gauteng Division Of The High Court: Pretoria
: Matric certificate and a three-year National Diploma in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of three (3) years practical experience in Court Interpreting or Matric certificate and ten (10) years practical experience in Court Interpreting. Proficiency in English and two- or more indigenous languages. A valid driver's license will be an added advantage. Skills and Competencies: Knowledge of Public Services, Legislation, Prescripts and Regulations. Research skills. Computer literacy (MS Office), Excellent communication skills (written and verbal), Good people skills/interpersonal relations, Analytical thinking, Planning and organization skills, Accuracy and attention to detail, Customer service orientated, Ability to work under pressure and solve problems, Exceptional listening skills, Confidentiality, Minute taking skills. Decision-making and time, management skills. Good reporting skills. Creative and analytical thinking, skills.

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

ENQUIRIES : Technical enquiries Pretoria: Ms S Malatji Tel No: (012) 492 6796
HR related enquiries: Ms T Mbalekwa Tel No: (011) 335 0404

POST 43/74 : **REGISTRAR REF NO: 2022/202/OCJ (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 REQUIREMENTS : KwaZulu-Natal Division Of The High Court: Pietermaritzburg
: 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-ordination 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** : HR related enquiries: Ms SZ Mvuyana Tel No: 034 492 0261
- POST 43/75** : **REGISTRAR'S CLERK REF NO: 2022/203/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Limpopo Division Of The High Court: Polokwane
- REQUIREMENTS** : Matric certificate. A valid driver's licence. The following will be an added advantage: Experience in general administration or court related functions would serve as an added advantage. 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, planning, organizing and skills and customer service skills orientated.
- DUTIES** : Render efficient and effective support services to the Court, issuing of Court process at General Office, render case management duties, render counter service duties/functions, prepare, analyse and submit court statistics, maintain and keep all registers for civil and criminal matters, filing and archiving of both civil and criminal processes, attending to case management and set down notices,, act as a liaison between Judges and Legal Practitioners, requisitioning of accused persons from prison, attend to correspondence and enquiries from the public and stakeholders, prepare and send cases to transcribers for appeal and review purposes, attend to complaints from prisoners and members of the public, perform administrative duties in respect of mental health, petition, review and appeal matters, act as liaison between Registrar and Legal Practitioners, provide administrative support in general as requested by the Chief Registr, Court Manager and Supervisor.
- ENQUIRIES** : Technical Enquiries: Ms. Phaswane MMG: Tel No: (015) 495 1812
HR Related Enquiries: Ms. Mathobela MF or Ms. Ramaphakela Tel No: (015) 495 1758/44
- POST 43/76** : **ADMINISTRATION CLERK: HUMAN RESOURCES REF NO: 2022/204/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. A National Diploma/Degree in Administration related studies will be an added advantage. A minimum of one (1) year job related knowledge experience. Skills and competencies: Good communication skills, computer literacy (knowledge of MS Excel will be an added advantage), good interpersonal skills, good public relations skills, accuracy and attention to detail.
- DUTIES** : handling incoming and outgoing documents, providing efficient and effective administrative support, e.g. data capturing of information, ensure proper administration and maintain the record-keeping system, assist in compiling reports, handle confidential documents , assist where need arise in any unit within the directorate.
- ENQUIRIES** : Ms S Tshidino Tel No: 010) 493 2500

- POST 43/77** : **ADMINISTRATION CLERK REF NO: 2022/205/OCJ**
- SALARY** : R176 310 - R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Limpopo Division Of The High Court: Polokwane
- REQUIREMENTS** : Matric certificate. Knowledge of government transversal systems, Knowledge of relevant legislation and financial management will serve as an advantage. Skills and Competencies: Computer literacy, Good communication skills (written and verbal), Good interpersonal skills, attention to detail, planning and organising skills, computer literacy, analytical skills, ability to work pressure and meet deadlines, solution orientated, service delivery innovation, client orientation and customer focus.
- DUTIES** : Facilitate the maintenance of a complete, reliable and accurate asset register for Departmental owned assets, reconciliation of the general ledger (BAS), the asset registers (JYP) and the financial statements, maintain a complete and accurate leases asset register, perform the physical verification of assets as well as the completeness of the asset register, management of losses as well as the disposal of unserviceable, redundant and obsolete assets, render general clerical support services including administration of fleet and day to day maintenance services, provide supply chain clerical support services, provide personnel administration clerical support services, provide financially administration support services, update registers and statistics, handle routine enquiries, make photocopies and receive or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component, keep and maintain incoming and outgoing register of the component.
- ENQUIRIES** : Polokwane: HR related enquiries: Mr TJ Masemola/ Ms N Phadziri Tel No: (015) 495 1753/1743
- POST 43/78** : **ADMINISTRATION CLERK: LEGAL REF NO: 2022/207/OCJ**
Re-advertisement, candidates who previously applied are encouraged to re-apply)
- SALARY** : R176 310 - R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Service Centre: Durban: (Stationed at Durban Magistrates Court)
- REQUIREMENTS** : Matric certificate or equivalent qualification, An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) – Two (2) years' experience will served as an added advantage: Technical knowledge and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills, communication skills (verbal and written). Minute taking skills. Decision-making and time, management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy.
- DUTIES** : Conduct Legal Research for the Regional Court President/Chief Magistrate, provide Administrative functions to the Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar and members of the public, provide administrative support in general as requested by the Court Manager and supervisor.
- ENQUIRIES** : Durban: HR related enquiries: Ms SZ Mvuyana Tel No: 031 031 492 6206
- POST 43/79** : **ADMINISTRATION CLERK (DCRS) (X2 POSTS)**
- SALARY** : R176 310 - R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Kwa Zulu-Natal Division Of The High Court: Pietermaritzburg Ref No: 2022/208/OCJ
Northern Cape High Court Kimberly Ref No: 2022/209/OCJ
- REQUIREMENTS** : Matric certificate. Zero to two years relevant experience. Appropriate experience in general administration or court related functions with regard to court recordings and/or Case flow management / and or record management. A valid driver's license will be an added advantage. Skills and Competencies: Communication (written and verbal) and public relations skills. Computer literacy (MS Office), Good interpersonal and problem solving skills, accuracy and attention to detail, ability to work under pressure, customer service skills. Document management and operational knowledge of operating a DCRS machine.

- DUTIES** : Prepare court before proceedings, 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 on court performance, records management and case flow management, provide any other administrative support in performance duties in HR, Finance AND Supply Chain Facilities of the court as required by the Judiciary, Court Manager and/ or Supervisor.
- ENQUIRIES** : **KZN:** Technical and HR related enquiries: HR related enquiries: Ms SZ Mvuyana Tel No: 034 492 0261
Northern Cape –Technical related Enquiries: Ms S Basson Tel No: (053) 807 2701/100
HR Related Enquiries: Ms T Methu Tel No: (053) 807 2714
- POST 43/80** : **ADMINISTRATION CLERK: LEGAL SERVICES REF NO: 2022/210/OCJ**
- SALARY** : R176 310 - R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Matric certificate. An LLB degree or a recognized legal degree will serve as an added advantage. Skills and Competencies: Computer literacy, Good communication skills (written and verbal), Good reporting skills and creative and analytical thinking skills.
- DUTIES** Assist Legal Services Unit with day to day administrative tasks; Secretariat support and document management; Management of all incoming and outgoing, correspondence for the unit; Provide secretariat support to management structures; Organise and maintain the filing system and records, Arrange and the coordinate meetings of the Unit. Manage stationery, Office equipment; Coordinate corporate support service activities for the Legal Service Unit. Assist with the proofreading of documents; -Assist with coordination and compliance of PAIA, POPIA, legal agreements and documents of the Department.
- ENQUIRIES** Technical related enquiries, Mr N Phakola Tel No: 010 493 2500
Ms S Tshidino Tel No: 010) 493 2500
- POST 43/81** : **ACCOUNTING CLERK REF NO: 2022/211/OCJ**
- SALARY** : R176 310 – R207 681 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Service Centre: North West
Matric Certificate with Accounting as a passed subject. A national Diploma in Accounting/Financial Management or equivalent will serve as advantage. Year experience in finance will be an added advantage. Skills and Competencies: Competency literacy (MS Office), Good communication skills (written and verbal), Good interpersonal relations, planning relations, planning and organising skills and problem solving skills. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, Knowledge of travel subsistence, Basic Accounting System (BAS). The applicant must be computer literate especially in MS Excel and MS Office. People with disability are encouraged to apply.
- DUTIES** : Process the payment of creditors, Administer the collection of revenue, Conduct payroll administration and pay claims, Administer petty cash, Prepare and process payment of S&T claims for Judges and Officials, Prepare manual requisitions and capture on JYP, Receive and record all invoices within 30 days, Issue receipts on monies paid in cash hall.
- ENQUIRIES** : Technical and HR related enquiries: Mr OPS Sebatso Tel No: (018) 397 7064
- POST 43/82** : **LIBRARY ASSISTANT REF NO: 2022/212/OCJ**
- SALARY** : R147 459 – R173 706 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Division Of The High Court: Mbombela
Matric Certificate. A three year National Diploma/Degree in Library Science/Information Science or equivalent qualification will be an added advantage. A minimum of one (1) year relevant experience. 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.

ENQUIRIES

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