

OFFICE OF THE CHIEF JUSTICE

APPLICATIONS

: **Kimberly:** 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.

Gauteng Division: Johannesburg: 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

Western Cape Division of the High Court: 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.

Eastern Cape division of the High Court Makhanda/Mthatha/Provincial Service Centre: East London/Provincial Service Centre: East London: 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

Mpumalanga Provincial Service Centre: 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.

Supreme Court of Appeal: Bloemfontein/Free state Division of the High Court/Free state Provincial Service Centre: 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.

CLOSING DATE

: 09 December 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 that the following posts have been withdrawn; Administration Clerk Supply Chain Management: Makhanda High Court advertised with Ref No: 2022/184/OCJ in the Public Service Vacancy Circular 41 dated 28 October 2022 with a closing date 11 November 2022, Assistant Director: Security, Provincial Service Centre: Kimberly advertised with Ref No: 2022/195/OCJ in the Public Service Vacancy Circular 42 dated 04 November 2022 with a closing date 18 November 2022 and Deputy Director: HRM at the Provincial Service Centre: Kimberly advertised in Public Service Vacancy Circular 42 dated 04 November 2022 with a closing date 18 November 2022 under Ref No: 2022/194/OCJ.

OTHER POSTS

POST 45/151 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2022/213/OCJ**

SALARY : R766 584 – R903 006 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Provincial Service Centre: Kimberley

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. 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. Accuracy and attention to detail. Good administration and organizing skills. Good interpersonal and public relations skills. Ability to work under pressure, independently and self-motivated.

DUTIES : 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. Manage the performance of personnel within the Human Resource section / unit.

ENQUIRIES : Technical Enquiries: Ms S Kayuma Tel No: (053) 807 2720/29
HR Related Enquiries: Ms T Methu Tel No: (053) 807 2714

POST 45/152 : **COURT MANAGER REF NO: 2022/214/OCJ**

SALARY : R766 584 - R903 006 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Free State Division of the High Court

- REQUIREMENTS** : Matric certificate and three-year National Diploma/Degree in Management or Administration and related fields at NQ Level 6 (360 credits) as recognised by SAQA. A minimum of six (6) years' relevant experience of which three (3) years' should be at supervisory level. A valid driver's license. Skills 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. Effective communications skills. Time management and ability to work under pressure.
- DUTIES** : Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and 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.
- ENQUIRIES** : Technical enquiries: Mr LJ Kolosa Tel No: 051 492 4574
HR related enquiries: Ms M.A Luthuli Tel No: (051) 492 4573
- POST 45/153** : **ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 2022/215/OCJ**
- SALARY** : R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Provincial Service Centre: Kimberley
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' supervisory experience in the security environment. Grade A/B PSIRA Certificate (Private Security Industry Regulatory Authority). A Valid Code EB driver's license. Computer literate and advance skills in word, excel and PowerPoint. Completion of the SSA Security Management Training Course will be an added advantage. Skills and Competencies: Ability to work independently and meet deadline. Willingness to travel extensively and work outside normal official working hours. Good writing skills. Sound knowledge of PAIA, MISS, OHSA, Protection of Information Act. Sound knowledge of relevant security and risk legislation including but not limited to the POPI Act 4/2013 and the control of Access to Public Premises and Vehicles Act 53 of 1985. Security and Risk Management Skills. Good communication skills. Good inter-personal relations.
- DUTIES** : Assist in the management of total security (personnel, document, physical assets, contingency planning and security planning) of the OCJ and linked institutions. Implementation of the OCJ security policy. Development of security procedural guidelines. Evaluations and optimisation of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programme. Interaction with security-related and relevant authorities including government departments (State Security Agency, SAPS, Comsec, Doj&CD, etc) Manage the private security service provider and ensure compliance with the applicable Service Level Agreements(s). Facilitate the provision, repair, renovation, service and maintenance of facilities. Management of Logistical/transport services. Risk Management. Ensure compliance with security and Risk auditing processes. Overseeing all auxiliary services.
- ENQUIRIES** : Technical Enquiries: Ms S Kayuma Tel No: (053) 807 2720/29
HR Related Enquiries: Ms MK Seithlamo Tel No: (053) 807 2714
- POST 45/154** : **ASSISTANT DIRECTOR STATISTICAL ANALYSIS AND REPORTING REF NO: 2022/216/OCJ**
- SALARY** : R393 711 - R463 764 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Free State Division of the High Court
Matric certificate and Bachelor's Degree in Statistics or equivalent Degree. A minimum of three (3) years' statistics/data collection experience of which one (1) year must be on supervisory level. A valid driver's license. Skills 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. Effective communications skills. Time management and ability to work under pressure.
- DUTIES** : Manage and administer data collection on court processes. Identify data required. Collate data on a uniform tool as requested. Ensure accurate data is collected and checked. Analyse data information into the format required. Maintain databases with datasets. Enter data into the reporting tools. Liaise with sources of information by communicating. Identify training needs and offer information sessions and training. Follow-up, verify and clean the data before processing. Keep/ check and analyse Court's monthly, quarterly and annual statistics and submission thereof. Deal with the files in terms of the relevant Codes and Legislation. Prepare and present cases for audit purposes. Manage the staff component and performance assessments.
- ENQUIRIES** : Technical enquiries: Mr SP Mathibeli Tel No: 051 492 4523
HR related enquiries: Ms M A Luthuli Tel No: (051) 492 4523
- POST 45/155** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2022/220/OCJ**
(Re-Advert applicants who previously applied are welcome to re-apply)
- SALARY** : R331 188 – R390 129 per annum, (The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour and Labour Appeals Court Cape Town
- REQUIREMENTS** : Matric certificate and a three year National Diploma or Degree in Public Administration Management or equivalent qualification at NQF level 6, 360 credits as recognised by SAQA. A minimum of 3 years relevant knowledge and experience in office and or administration. Court experience will be an added advantage. A minimum 1-year supervisory experience. A valid driver's licence. Knowledge Skills and Competencies: Good people management/ interpersonal skills; Excellent skills (written and verbal), Sound leadership and management skills, Exceptional report writing skills; Be self-motivated; Attention to detail; Commitment and Integrity; Problem solving and Maintaining discipline; Knowledge of the PFMA, DFI, BAS & JYP; Knowledge of Human Resource Management, Finance, Asset and Risk Management,; Computer Literacy (MS Word, EXCEL, PowerPoint and Outlook).
- DUTIES** : Manage an co-ordinate human resource and financial resources within the office; Coordinate and manage the risk and security within the court; Manage the facilities, assets; physical resources, information and communication related to the office/court; General supervision of the administrative staff; Implement formal and informal discipline; Compile and analyse statistics to show performances and trends; Draft and submit memoranda and reports; Implement departmental pre-scripts and policies; Perform any other duties required to ensure the smooth running of the office/court; Perform any other duties as directed by management.
- ENQUIRIES** : Technical enquiries: Ms Z Pienaar Tel No: (021) 469 4048/4003
HR related enquiries: Ms M Baker Tel No: (021) 469 4038
- POST 45/156** : **JUDGE'S SECRETARY REF NO: 2022/217/OCJ**
(3-Year Contract)
- SALARY** : R269 214 – R317 127 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court Of Appeal: Bloemfontein
- REQUIREMENTS** : Matric certificate. Minimum of one years' experience as a secretary or as an office assistant. 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. A valid driver's licence. 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 Office) and research capabilities.
- DUTIES** : Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda, decisions, directions, opinions, orders or judgments written or assigned by 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. Store, keep and safeguard all case files and update the case file with the 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 cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.

- ENQUIRIES** : Technical related enquiries: Ms CA Martin Tel No: 051 412 7400
HR related enquiries: Ms M Luthuli Tel No: 051 492 4573
- POST 45/157** : **JUDGE'S SECRETARY REF NO: 2022/218/OCJ**
(3 Year Contract)
- SALARY** : R269 214 - R317 127 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: Johannesburg
- REQUIREMENTS** : 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.
- 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 and HR enquiries HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 45/158** : **STATE ACCOUNTANT REF NO: 2022/219/OCJ**
- SALARY** : R269 214 - R317 127 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State Provincial Service Centre
- REQUIREMENTS** : Grade 12 plus three-year National Diploma/ Degree in Finance/ Accounting Management/ or equivalent qualification on NQF Level 6. Minimum of three (3) years relevant experience. Knowledge of BAS, JYP and PERSAL and other government transversal systems. Knowledge of PFMA, PPPFA, Treasury Regulations and Financial Instructions. Skills and competencies: Analytical

		and Interpretation; Honest and open minded, Presentable/ Acceptable: Assertiveness: Communication and interpersonal skills.
<u>DUTIES</u>	:	Payments to creditors and suppliers within the prescribed period as per Treasury Regulation; monthly checking of procurement documents; Checking of all payment documentation (S&T and overtime included) for compliance of prescripts; Supervise the issuing, recording, reconciliation, replenishment and safeguarding of petty cash; Supervise collection of revenue, perform banking and reconcile monies received and banked; Assistance in compilation and submission of monthly reports and registers; Compile journals for correction of miscalculations; Assistance with audit queries and processes; Monitoring staff.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms V.A.V Ntwasa Tel No: (051) 492 4523 HR related enquiries: Ms M.A Luthuli Tel No: (051) 492 4523
<u>POST 45/159</u>	:	<u>REGISTRAR (X3 POSTS)</u> Re-Advert (Applicants who previously applied are welcome to re-apply)
<u>SALARY</u>	:	R268 755 – R307 302 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</u>	:	Free State Division of the High Court Ref No: 2022/221/OCJ Western Cape Division of the High Court Ref No: 2022/223/OCJ (X2 Posts)
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of three (3) years' legal experience obtained after qualification. Superior court or litigation experience will be an added advantage. A valid driver's license. Skills and Competencies: Excellent communication skills (verbal and written). Planning and organising, problem solving, numerical skills. Attention to details. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management and support process to the Judiciary. Comply with court rules and all relevant prescripts. Handling taxation as Taxing Master and quasi-judicial functions. Manage the issuing of all processes and initiating court proceedings. Co-ordinate appeals and reviews (civil and criminal). Process and grant judgements by default. Quality check of criminal record books. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Issue/ sign court orders/ letters to attorneys/ litigants on behalf of the Court. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Process unopposed divorces and facilitation of Pre-trial conferences. Keep/ check and analyse Court's monthly, quarterly and annual statistics and submission thereof. 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. Prepare and present cases for audit purposes. Monitor functionality of court recording system. Notify relevant managers regarding needs for translation/ transcripts of cases. Attend/ oversee to general public queries/ correspondences. Manage Performance in terms of Annual Performance Plan. Handling of urgent applications during working hours, after-hours, weekends and public holidays. Facilitate/ monitoring/ evaluation of sub-ordinates. Attend to office management, planning and organising. Manage the staff component and performance assessments.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr LJ Kolosa Tel No: 051 492 4574 HR related enquiries: Ms M.A Luthuli Tel No: (051) 492 4573
<u>POST 45/160</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of the High Court: Makhanda Ref No: 2022/224/OCJ (Re-advertisement candidates who previously applied are encouraged to re-apply) Eastern Cape Division of the High Court: Mthatha Ref No: 2022/225/OCJ
<u>REQUIREMENTS</u>	:	Matric certificate or an equivalent qualification. Relevant experience in Supply Chain Management, Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts, knowledge of Public Sector Procurement process, rules and regulations, knowledge of JYP/LOGIS will serve as an added advantage. A Valid driver's licence. Skills and Competencies: Accuracy and

- attention to detail, good communication skills (written and verbal), Good administration and organisation skills, Ability to work under pressure independently, self-motivated and meet deadlines, computer literacy, (MS Word, Power Point, Excel and Outlook.
- DUTIES** : Demand and acquisition of goods/services, Ensure compliance with SCM policies. Request, receive and asses quotations, capture requisition on the system, receive procured item and capture invoices on JYP, Assist end users with a compilation of specifications, provide administrative procurement support to all stakeholders, ensure proper filling and safe guard of procurement documents.
- ENQUIRIES** : Makhanda: Technical Enquiries: Mr Z Mahanjana Tel No: 046 622 5758, HR Related Enquiries: Mr S Mponzo Tel No: 043 723 5217
Mthatha Technical Enquiries: Mr M Mhlontlo Tel No: 047 504 5500, HR Related Enquiries: Mr S Mponzo Tel No: 043 723 5217
- POST 45/161** : **SECRETARY TO THE DIRECTOR: COURT OPERATIONS REF NO: 2022/226/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Provincial Service Centre: East London
: Matric certificate. Secretarial qualification or a three-year National Diploma/ Bachelor's Degree in Office Management or equivalent will be an added advantage. Experience in secretarial and office management. Knowledge and experience in the financial environment will be an added advantage. A valid driving licence will be an added advantage. Shortlisted candidates might be subjected to a test in order to demonstrate their typing and computer skills:
Skills and Competencies: Good communication skills(written and verbal), proficiency in Microsoft Office (Word, Excel, PowerPoint outlook, Internet) Ability to conduct basic research, basic problem solving skills, good judgement and decision making skills, Assertiveness and confidence to interact at all levels, Ability to work under pressure, administrative and organisational skills, sound interpersonal relations, accuracy and attention to details.
- DUTIES** : Administer an online and physical diary of the Director: Court Operations. Manage information and data on behalf of the Director: Court Operations. Plan and schedule day to day task of the Director: Court Operations. Manage telephone calls and convey messages. Organise meetings/workshops/conference and functions. Draft coherent submission, executive reports, memorandum and letters. Type and edit correspondence. Receive and attend to visitors. Serve refreshment to visitors and/or at identified meetings as indicated by the Director: Court Operations. Handle travel arrangements passport and visa, accommodation, flights tickets, subsistence and travel claims, money exchange and other task as directed by the Director: Court operations. Accompany/attend meetings with the Director: Court Operations and compile minutes and reports.
- ENQUIRIES** : Technical Enquiries/HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 45/162** : **ADMINISTRATION CLERK (LEGAL) REF NO: 2022/227/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape High Court: Kimberley
: Matric certificate or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. A minimum of one-year experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services, Legislation, Prescripts and Regulations. Research skills. Communication skills, (verbal and written). Minute taking skills. Decision-making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer skills.
- DUTIES** : Conduct Legal Research for the Chief Magistrate. Collation, compilation and analysis of statistics. Case Flow Management. Assisting Clerk of the Court and members of the public. Provide administrative support in general as requested by the Supervisor.
- ENQUIRIES** : Technical enquiries: Mr P Rumani Tel No: (053) 807 2763
HR related enquiries: Ms S Ruthven Tel No: (053) 807 2733

- POST 45/163** : **HUMAN RESOURCE OFFICER (X2 POSTS)**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Provincial Service Centre Ref No: 2022/228/OCJ
Labour And Labour Appeals Court, Johannesburg, and Ref No: 2022/229/OCJ
- REQUIREMENTS** : Matric certificate or equivalent qualification. A three year national Diploma/ Degree in Human Resources Management with 360 credits as recognised by SAQA will serve as an added advantage. Introduction to PEASAL certificate. A minimum of one year functional experience in Human Resource management. Knowledge of the prescripts regulating Human Resources. Skills and competencies: Good communication skills (written and verbal), report writing and good organising skills, computer literacy (Microsoft Office, PERSAL experience) good interpersonal relations. Ability to work under pressure. Accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people.
- DUTIES** : Implementation of transaction on PERSAL system in respect of appointments, leave, pension, labour relations, recruitment and selection, and PMDS etc. keep statistics of all activities and report accurate statistics to supervisors assist with all administrative duties of Human Resources component and respond to client's queries.
- ENQUIRIES** : Mpumalanga: Technical enquiries: Mr MI Jele Tel No: 013 758 0000, HR related enquiries: Mr V Maeko, Tel No: 013 758 0000
Gauteng: HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 45/164** : **REGISTRAR'S CLERK REF NO: 2022/229/OCJ (X3 POSTS)**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of the High Court
- 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 Registrar, Court Manager and Supervisor.
- ENQUIRIES** : Technical and HR related enquiries: Ms M Baker Tel No: (021) 469 4000
- POST 45/165** : **TYPIST REF NO: 2022/228/OCJ**
- SALARY** : R151 884 – R178 917 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of the High Court
- REQUIREMENTS** : Matric certificate. Minimum proven typing speed of 35 word per minute. Shortlisted candidates will be required to pass a typing test. Prior experience as a typist in a legal environment will be an added advantage. Skills and competencies: Computer literacy, MS Office, Excellent communication skills (Verbal and Written), Good interpersonal and Public Relations skills, Professionalism, Good problem skills, Numerical skills, Attention to detail, ability to work under pressure, Good time keeping, Telephone etiquette, ability to work in a team.

DUTIES

: Typing of the Court roll, Court orders in relation to both civil and crime, appeals, reviews, reports, minutes, circulars, notice of set down, pre-trial notices witness statements, taxing master reports, affidavits, memorandums, J349 certificates, Right of appearance and certificates and apostilles/ authentication certificates. Relieve of administration personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties and guidelines.

ENQUIRIES

: Technical and HR related enquiries: Ms M Baker Tel No: (021) 469 4000