

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 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- 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:** 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 Mthatha:** 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
- Kwazulu Natal: Pietermaritzburg/Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54372, DURBAN, 4000. Application can also be hand delivered to Office of the Chief Justice, Provincial Service Centre Kwazulu-Natal 1st Floor Office No 118 CNR Somtseu & Stalwart Simelane Streets, Durban
- 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 Plaaitye Drive, Room B107, Kimberley.

CLOSING DATE

: 17 March 2023

NOTE

: The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth. 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 All non - SA Citizens will be required to submit a copy of proof of South African permanent residence 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 candidates 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. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

ERRATUM: Kindly note that the post of Judges Secretary Ref No:2023/108/OCJ advertised in the DPSA circular 05 with a closing date of 24 February 2023 and the post of Senior Administrative Officer Ref No:2023/199/OCJ advertised in DPSA circular 06 of 2023 with a closing date of 03 March 2023 have been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 08/108</u>	:	<u>DEPUTY DIRECTOR: SENIOR STATISTICIAN REF NO: 2023/152/OCJ</u>
<u>SALARY</u>	:	R766 584 – R903 006 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Matric certificate and a 3 year National Diploma/Degree in BSc/ BCom/ BTech or equivalent (relevant) qualifications and majoring in Statistics. A minimum of five (5) years' practical and relevant experience in Statistical Analysis of which 3 years must be at Assistant Director level. A valid driver's license. Skills and Competencies: Analytical skills. Communication skills (verbal & written). Computer skills (Ms Office, SPSS & SAS. Software). Project management. Interpersonal skills. Numerical skills. Ability to work under pressure. Shortlisted candidates will be subjected to a practical assessment in statistical analysis.
<u>DUTIES</u>	:	Design and develop data collection tools. Oversee the end-to-end data collection, process. Oversee the data processing, verification and validation process, Establish various channels for the collection of data via the Provincial Centres, Superior Courts. Collate, analyse and interpret statistics. Produce statistical, publications, reports, newsletters and presentations. Develop and maintain, databases containing various datasets. Develop sampling and basic sampling, statistical methods and also estimation and interpretation of results resulting from, the aforementioned. Apply general statistical theory and principle that is descriptive, statistics and inferential statistics application. Train and develop data producers on, the utilization of information systems/ data collection tools, data analysis and interpretation. Apply standing instructions, policies and procedures/guidelines to generated reports,

ENQUIRIES : Technical Related Enquiries: Mr M Ndlovane Tel No: (010) 493 2565
HR Related Enquiries: Mr A Khadambi Tel No:

POST 08/109 : **STATISTICAL OFFICER REF NO: 2023/140/ OCJ**

SALARY : R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Gauteng division of the high court: Johannesburg
REQUIREMENTS : Matric certificate and a 3 year Nation Diploma/ Bsc / Bcom/ BTech degree majoring in statistics or equivalent (relevant) qualification at NQF Level 6 equivalent with 360 credits as recognized by SAQA. A minimum of two (2) years' experience in statistical environment (court environment will be an added advantage). A valid driver's license. Skills and Competencies: Knowledge of relevant policies and strategies. Statistical analysis and reporting. Analytical skills. Communication skills. Problem solving and motivational skill. Presentation/facilitation skills. Computer literacy (MS Office). Sound interpersonal skills. Ability to maintain professionalism at all times. Attention to detail and ability to work under pressure. Self-motivated. Patience and self-control.

DUTIES : Administer data collection instruments and survey within the respective Superior Court Division; Establish channels for the collection of data within the respective Superior Court Division, collate, analyze and interpret statistics and make presentations on the findings within the respective Superior Court division; Produce 1st line report, statistical publications and newsletters; Reporting monthly statistics for the Superior Court Division; Verification of the performance information that is reported monthly, quarterly and annually for the statistician's office; Verification of the performance information for the Quasi-Judicial performance information, the Judicial performance information and PEEC reports; Develop and maintain database containing various datasets for the Respective Superior Court Division; Apply sampling and basic sampling statistical methods and also estimation and interpretation of results within the respective Superior Court Division; Attend to AG's queries; Supervise the data capturers; Train employees/ project members within the respective Superior Court Division on utilization of information.

ENQUIRIES : Technical enquiries: Ms R Bramdaw Tel No: 010 494 8402
HR enquiries: Ms T Mbalekwa Tel No: 010 494 8515

POST 08/110 : **ADMINISTRATIVE OFFICER REF NO: 2023/141/OCJ**
Re-Advertisement, candidates who previously applied are encouraged to re-apply.

SALARY : R331 188 – R390 129,per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Western Cape Division Of The High Court
REQUIREMENTS : Matric certificate and a 3 year National Diploma/ Bachelor's Degree in Public Administration/ Management or equivalent (relevant) qualification at NQF level 6 (360) credits; a minimum of 2 years relevant knowledge and experience in Office and/ or District administration; Court experience will be an added advantage; one (1) to two (2) years managerial or supervisory experience; A valid driver's license; Knowledge and understanding of the Public Finance Management Act, Human Resources Management, Supply Chain Management, Asset Management, Risk Management, Legislation/ Directives and Policies; Must be able to understand/ interpret policies and implement strategies. Skills and Competencies: Good people management/ interpersonal skills; Excellent communication 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 and co-ordinate human resource, financial and supply chain resources within the office; Co-ordinate and manage the risk and security within the court; Manage the facilities, assets, physical resources and information 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;

Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain pre-scripts related to the functions of the OCJ and Public Service in general; Train and develop staff; Perform any other duties required to ensure the smooth running of the office/ court; Perform any other duties as directed by the Court Manager/ Supervisor and Director: Court Operations.

ENQUIRIES

Technical Related Enquiries: V Noah Tel No: 021 480 2367/2619
HR Related Enquiries: Ms. M Baker Tel No: 021 469 4038

POST 08/111

: **JUDGE'S SECRETARY REF NO: 2023/142/OCJ**

SALARY

: R269 214 – R317 127 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

: Eastern Cape Division of The High Court: Mthatha

REQUIREMENTS

: Matric certificate. Minimum of one-year experience as a secretary or as an Office Assistant in a legal environment. A LLB degree or a minimum of 20 modules completed towards a 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 format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (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 Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with Departmental precripts, policies, procedures and guidelines.

ENQUIRIES

: Technically Related Enquiries: Mr. Mhlontlo Tel No: 047 504 5500
HR Related Enquiries: Mr. Mponzo Tel No: 047 726 5217

POST 08/112

: **JUDGE'S SECRETARY REF NO: 2023/143/OCJ**
(3 -Years Contract)

Re-Advertisement, candidates who preciously applied are encouraged to re-apply.

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

: Northern Cape Division of The High Court: Kimberly

REQUIREMENTS

: Matric certificate. Minimum of one year' experience as a secretary or as an Office Assistant. An LLB degree or a minimum of 20 modules completed towards an LLB, or 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

: 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 same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court hearings, while on urgent duty for 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 has been entered on the case file, 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. Render assistance to the Registrar's Office.

ENQUIRIES

: Technical enquiries: Adv S. de Villiers Tel No: 053 807-2743
 HR related enquiries: Ms M.K Seithamo, Tel No: 053 807-2735

POST 08/113

: **JUDGE'S SECRETARY REF NO: 2023/144/OCJ**

SALARY

: R269 214 – R317 127 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 of one year' experience as a secretary or as an Office Assistant. An LLB degree or a minimum of 20 modules completed towards an LLB, or 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 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 same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court hearings, while on urgent duty for 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 has been entered on the case file, 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 Related enquiries: Ms R David Tel No: (021) 480 2635
HR related enquiries: Ms M Baker Tel No: (021) 469 4000
- POST 08/114** : **REGISTRAR, (MR3 –MR5) REF NO: 2023/145/OCJ**
- SALARY** : R268 755 - R525 747 per annum, (Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit 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: Durban
: Matric certificate and an LLB Degree or a four (4) year Legal qualification or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. 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. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Professionalism.
- 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 judgment and taxations. Maintaining of criminal and civil record books. Authentication of documents for international 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. Safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.
- ENQUIRIES** : Technically Related Enquiries: Mrs K Marais Tel No: 087 106 1780
HR Related Enquiries: Ms SZ Mvuyana Tel No: 031 492 6206
- POST 08/115** : **REGISTRAR'S CLERK REF NO: 2023/146/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Kwazulu Natal Division of The High Court: Pietmaritzburg
: Matric certificate. Computer literacy and Experience in Clerical/ administration functions will be an added advantage. Skills and Competencies: Good communication skills (written and verbal), Good interpersonal and public relations skills, Good administration and organizational skills, Customer service skills and ability to work under pressure.
- DUTIES** : Render support services to case flow management, Render efficient and effective support services to the court, Issuing of summons at General Office, Update case progress on ICMS, Render counter service duties /functions, Prepare, analyse and issue court statistics, Maintain and keep all registers for Civil and Criminal matters, Filing and storage of both Civil and Criminal process, Issue warrant of arrest for defaulters, Act as a liaison between Judges and Legal Practitioners, Deal with correspondence and attend to general public enquiries, Issue all processes that initiate court proceedings, Prepare and send cases to transcribers for appeal and review purposes, Preparing and binding of appeals and reviews, Attend to complaints from prisoners and members of the public, Act as a liaison between Registrar and Legal Practitioners, Provide administrative support in general as requested by Court Manager and supervisor.
- ENQUIRIES** : Technically/ HR Related Enquiries: Ms SZ Mvuyana Tel No: 031 492 6206
- POST 08/116** : **REGISTRAR'S CLERK REF NO: 2023/147/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : KwaZulu Natal Division of The High Court: Pietmaritzburg
 : Matric certificate, computer literacy and Experience in Clerical/ administration functions will be an added advantage. Skills and Competencies: Good communication skills (written and verbal), Good interpersonal and public relations skills, Good administration and organizational skills, Customer service skills and ability to work under pressure.
- DUTIES** : Render support services to case flow management, Render efficient and effective support services to the court, Issuing of summons at General Office, Update case progress on ICMS, Render counter service duties /functions, Prepare, analyse and issue court statistics, Maintain and keep all registers for Civil and Criminal matters, Filing and storage of both Civil and Criminal process, Issue warrant of arrest for defaulters, Act as a liaison between Judges and Legal Practitioners, Deal with correspondence and attend to general public enquiries, Issue all processes that initiate court proceedings, Prepare and send cases to transcribers for appeal and review purposes, Preparing and binding of appeals and reviews, Attend to complaints from prisoners and members of the public, Act as a liaison between Registrar and Legal Practitioners, Provide administrative support in general as requested by Court Manager and supervisor.
- ENQUIRIES** : Technically / HR Related Enquiries: Ms SZ Mvuyana Tel No: 031 492 6206
- POST 08/117** : **REGISTRY CLERK REF NO: 2023/148/OCJ**
- SALARY** : R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Division of The High Court: Durban
 : Matric certificate. A minimum of 1-year relevant experience will serve as an advantage Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills. Communication (verbal and written) Computer literacy. Good telephone etiquette. Ability to multi-task. Good organizing abilities. High level of reliability. Tact and Diplomacy. Computer (info extraction, presentation and data capturing)
- DUTIES** : Process documents for archiving and disposal, Open files according to filing system, File correspondence accurately, Maintain files in neat and good condition, Render an effective filing and records management service, Opening and close files according to record classification system, Filing, storage and tracing (telephonically/manually) and retrieval of documents and files, Complete index cards for all files, Accurate filing of correspondence in respective files, Maintain files in neat and good conditions, Handle incoming and outgoing correspondence, Receive all mail Sort, register, date stamp and dispatch, Distribute notices when required, Provide Register counter services, Attend to requests for files and filing, Handle telephonic and other enquiries received, Maintain registers for incoming and outgoing files and correspondence, Deliver files on request
- ENQUIRIES** : Technical Related Enquiries: Mr MN Zondi Tel No: 033 4582 111
 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206
- POST 08/118** : **TYPIST REF NO: 2023/149/OCJ**
- SALARY** : R151 884 - R178 917 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Division of The High Court: Durban
 : Matric certificate or an equivalent qualification with a typing as a passed subject. Minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. Knowledge of Public Regulations will be an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations, Computer literacy (MS Word), Accuracy and attention to detail, Ability to work under pressure.
- DUTIES** : Typing of reports, appeals, Court orders, review reports, minutes, circulars and memorandums, Attend to queries and perform other administration duties as may be allocated from time to time.
- ENQUIRIES** : Technical Related Enquiries: Mr MN Zondi Tel No: 033 4582 111
 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206

POST 08/119

USHER MESSENGER REF NO: 2023/150/OCJ

- SALARY** : R128 166 - R150 975.per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Division of The High Court: Durban
Grade 10 or Abet. A valid driver's license will serve as an added advantage. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills. Problem solving and analysis. Time management. Client orientation and customer focus. Communication skills. Attention to detail. Good interpersonal skills.
- DUTIES** : Escorting of Judges' to the Court rooms, Rendering of administrative support functions to the Judges' and the Court room crew, Maintenance of Courtrooms' records, Facilitation of the smooth- running of the Court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents, Be present in Court during the session, Making copies of Court rolls and circulate according to distribution list, General messenger duties, Filing.
- ENQUIRIES** : Technical Related Enquiries: Mr MN Zondi Tel No: 033 4582 111
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206

POST 08/120

USHER MESSENGER REF NO: 2023/151/OCJ

- SALARY** : R128 166 - R150 975 per annum the successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Division of The High Court: Pietrmaritzburg
Grade 10 or Abet. A valid driver's license will serve as an added advantage. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills. Problem solving and analysis. Time management. Client orientation and customer focus. Communication skills. Attention to detail. Good interpersonal skills.
- DUTIES** : Escorting of Judges' to the Court rooms, Rendering of administrative support functions to the Judges' and the Court room crew, Maintenance of Courtrooms' records, Facilitation of the smooth- running of the Court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents, Be present in Court during the session, Making copies of Court rolls and circulate according to distribution list, General messenger duties, Filing.
- ENQUIRIES** : Technical Related Enquiries: Mr MN Zondi Tel No: 033 4582 111
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206