

OFFICE OF THE CHIEF JUSTICE



- APPLICATIONS** :
- National Office Midrand/Constitutional Court:** Braamfontein: 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.
- Mpumalanga Division of the High Court Middleburg/Mbombela:** 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 of High Court:** 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
- KwaZulu Natal/Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000
- Eastern Cape** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London
- CLOSING DATE** :
- 19 May 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 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, 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.

OTHER POSTS

<u>POST 15/99</u>	:	<u>CHIEF REGISTRAR REF NO: 2023/177/OCJ</u>
<u>SALARY</u>	:	R531 381 – R1 252 374 per annum, (MR6), (Salary will be in accordance with Occupation Specific Dispensation determination) Shortlisted candidates will be required to submit service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu-Natal Division of The High Court: Pietermaritzburg Matric certificate and an LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of eight (8) years' appropriate post qualification legal experience. Computer literacy, Leadership and managerial experience. A valid driver's license. Skills and Competencies: Excellent communication skills (verbal and written). Numerical skills. Technical expertise. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics and motivation. Self-management. Professional appearance and conduct.
<u>DUTIES</u>	:	Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases 73 from initiation through to disposition. Make input on amendments of court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the High Court. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Service Level Agreement Framework. Managing Strategic Court Efficiency Projects and Best Practices. Managing Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions.

- ENQUIRIES** : Technical Related Enquiries: Ms M Ries at (087) 1061 779
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206
- POST 15/100** : **ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: 2023/178/OCJ**
- SALARY** : R424 104 - R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric certificate and a three-year National Diploma/ Bachelor' degree in Public Management or Administration and related fields at NQF Level 6 (360 Credits). A Postgraduate qualification will be added advantage. A minimum of three (3) years' experience in Service Delivery Improvement Environment at Supervisory Level. Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service. A valid Driver's License and willingness to travel. Skills and Competencies: Knowledge and understanding of Service Delivery Improvement Programmes. Understanding and knowledge of Batho Pele principles. Financial Management skills. Strategic leadership capability. Communication skills (verbal and written). Computer literacy. Project management skills. People and resource management skills. Research and development expertise. Strategic change and risk management. Presentation and facilitation skills. Ability to network. Influence and impact. Applied strategic thinking. Computer Literacy e.g. Excel, Word and PowerPoint.
- DUTIES** : Develop, maintain and/or facilitate the successful implementation of OCJ service delivery related policies and/or implementation strategies in line with the Public Service Regulations and the Operations Management Framework. Maintain and/or facilitate the successful implementation of OCJ Service Delivery Charter. Ensure the successful implementation of the Batho Pele (BP) Framework in the OCJ. Develop, maintain and/or facilitate the successful implementation of the OCJ Service Delivery Improvement plan. Develop, maintain and/or facilitate the successful implementation of OCJ Service Standards; and participate in change management sessions for Service Delivery Improvements programmes.
- ENQUIRIES** : Technical Related enquiries: Ms K Motiyane Tel No: (010) 493 3264
HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527
- POST 15/101** : **IT CO-ORDINATOR REF NO: 2023/179/OCJ**
Re- Advertisement
- SALARY** : R424 104 - R496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : KZN Provincial Service Centre
- REQUIREMENTS** : Matric certificate and a relevant three years National Diploma in Information Technology and a relevant IT certification with training/ project management modules and a minimum of three years appropriate experience. Two years' experience in LAN and Desktop Support Service. At least one year End –User training, project and systems management Experience in system's administration, helpdesk first line support and reporting. Valid Code 8 driver's license. ITIL certification. Skills and Competencies: Knowledge of government prescripts, regulations and laws. Knowledge of Development of the user training manuals, guidelines and procedures and drafting of budget Knowledge of Public Sector IT environment and Change Management. Above average communication skills, Good interpersonal relations, Training and presentation skills. Problem solving and analysis Planning and organizing Customer Service orientation.
- DUTIES** : Conduct infrastructure assessment (applications support and co-ordinate all related activities within the region. Manage project for the rollout of business systems and training. Provide end-user assistance with IT solutions and systems in the regions. Develop training manual/material on new and existing applications. Provide /conduct functional training on Business System Applications. Provide application first line support and liaison with the end user on LAN Support. Liaise with contracted service providers at the regions. Compile provincial reports on the IT system usage and Project Status Reports.
- ENQUIRIES** : Technical related enquiries: Ms M Ries at (087) 1061 779
HR related enquiries: Ms SZ Mvuyana Tel No: (031) 492 6206

<u>POST 15/102</u>	:	<u>STATISTICAL OFFICER REF NO: 2023/181/OCJ</u>
<u>SALARY</u>	:	R359 517 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Matric certificate and a three-year National Diploma or Degree in Statistics or equivalent qualification at NQF Level 6 (360 Credits) as recognised by SAQA. A minimum of two (2) years' experience in a statistical environment (court environment will be an added advantage). A valid driver's license. Skills and Competencies: Statistical analysis and reporting. Problem solving skills. Good verbal and writing communication skills. Candidates will be subjected to a practical assessment in order to test skills and competencies.
<u>DUTIES</u>	:	Administer data collection instruments or tools for the Regional and District Courts. Establish channels for the collection of data for the Regional and District Courts. Train Judicial Officers and Court Officials on the usage of the data collection instruments or tools. Verification and validation of the Regional and District Courts reported performance information. Collate, analyse and interpret statistics and make presentations on the performance of the Regional and District Courts. Produce reports, statistical publications and newsletters. Report quarterly to the Regional Court Presidents Forum, the Chief Magistrates Forum or the Judicial Accountability Committee on the performance of the Regional and District Courts. Prepare Provincial Efficiency Enhancement Committee (PEEC) court performance reports for the respective Regional Court Presidents or Chief Magistrates. Prepare a court performance annual judiciary report for the Judicial Accountability Committee. Develop and maintain a database containing various datasets for the Regional and District Courts. Apply sampling and basic sampling statistical methods and also estimation and interpretation of advanced statistical tests methods. Attend to any court performance information related audit queries.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms M Moji Tel No: (010) 493 2567 HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527
<u>POST 15/103</u>	:	<u>ADMINISTRATIVE OFFICER: DEMAND AND TENDER MANAGEMENT REF NO: 2023/182/OCJ</u>
<u>SALARY</u>	:	R294 321 – R420 402 per annum. 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 Supply Chain Management or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of 2 years' experience in Supply Chain Management preferably in a demand management and tender administrative environment. A valid driver's license. Skills and Competencies: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management Regulations, notes, circulars and related prescripts. Computer Literacy: Communication skills. Ability to work under pressure and meet deadlines. Ability to work independently without supervision and to work well in a team environment.
<u>DUTIES</u>	:	Develop the Demand Management Plans and procurement plans, ensure that the bid advertisement, closing of bids and publication of awards is conducted, capture all awarded bids on a bid register and update bid register, Monitor and ensure the administration of validity of bids, Render advisory and secretariat service to appointed Bid Specification and Bid Evaluation Committees, Arrange and attend briefing sessions, Maintain a filing system for awarded bids, Prepare submissions and reports to Bid Committees, Provide supply chain advisory and support services to the organization, Coordination of bid related matters with end users and ensure that internal control measures are adhered to, Ensure compliance with Supply Chain Management and Treasury Regulations and bids are within the framework as prescribed by National Treasury and preferential procurement policy framework act, Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. N Ntimane Tel No: (010) 493 2561 HR Related Enquiries: Mr. A Khadambi Tel No: (010) 493 2527

- POST 15/104** : **STATE ACCOUNTANT (X2 POSTS)**
- SALARY** : R294 321 – R420 402 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Eastern Cape Provincial Service Centre Ref No: 2023/183/OCJ
Eastern Cape Division of The High Court Bisho, Ref No: 2023/184/OCJ
- REQUIREMENTS** : Matric certificate and a three-year National Diploma/Degree in Finance or relevant qualification; at least three (3) years' experience in the financial environment; knowledge or experience in BAS and JYP; DFI (PFMA & Treasury Regulations). A valid driver's license will be an added advantage. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal) Accuracy & Attention to details, Planning & Organising skills Ability to work under pressure Analytical thinking Flexibility and interpersonal skills.
- DUTIES** : Payments of suppliers in compliance with our prescripts, Assist in the management of the process of purchasing of goods and services, Authorise payments on BAS and JYP, Management of stock, Quality assurance of all procurement documents/processes, Oversee the maintenance of all finance Registers, Give inputs on budget management, Monthly checking of budget, expenditure reports and shifting of funds ,Assist in the management of assets and Asset verification process, Assist with audit queries and provide the required documentation, Ensure safe keeping and filling of all financial documents, Checking of all S&T claims or allowances, Assist on submission of reports, Checking of Petty Cash Reconciliations (book keeping & reconciliation of ledge accounts);Supervise and Train subordinates.
- ENQUIRIES** : Technical related enquiries: Mr Z Mahanjana Tel No: (043) 726 5217
HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 15/105** : **JUDGES SECRETARY REF NO: 2023/185/OCJ**
- SALARY** : R294 321 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court: Braamfontein
- REQUIREMENTS** : Matric certificate with one (1) to three (3) years 'secretarial experience or as an office assistant in a legal environment. A valid license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an advantage. 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 a work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidential and time management. Computer literacy (MS Words) and research capabilities.
- DUTIES** : Typing (or Formatting) of draft memorandum decisions, opinions or judgement entries written by or assigned by the Judge. Provide general secretarial/ administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarise appointments, meeting and official visits and make travel and accommodation arrangements. Safeguarding of all case files and endorsement of case file with an order made by the Judge. Update files and documents and provide copies of documents to the Registrar. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgement.
- ENQUIRIES** : Technical enquiries: Ms Zoleka Sondlo Tel No: (011) 359 7590
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- POST 15/106** : **STATE ACCOUNTANT REF NO: 2023/186/OCJ**
- SALARY** : R294 321 – R420 402 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng 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 and PERSAL and other government transversal systems. Knowledge of PFMA, PPPFA, Treasury Regulations and Financial Instructions. Skills and competencies: Honest and

- open minded, Presentable/ Acceptable: Assertiveness: Communication and interpersonal skills.
- DUTIES** : 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; Supervision of staff.
- ENQUIRIES** : Technical related enquiries: Mr S Majola Tel No: (010) 494 8479
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 15/107** : **REGISTRAR REF NO: 2023/180/OCJ**
- SALARY** : R293 847 – R596 127 per annum (MR3 - MR5), (Salary will be in accordance with Occupation Specific Dispensation determination) Shortlisted candidates will be required to submit service certificate/s for determination of their experience (The successful candidate will be required to sign a performance agreement).
- CENTRE REQUIREMENTS** : Labour and Labour Appeals Court Johannesburg
: Matric certificate and LLB degree or a four (4) year Legal qualification. A minimum of two (2) years 'legal experience obtained after qualification. Labour Court litigation experience will be an added advantage. Skills and Competencies: Excellent Communication (Verbal and Written), Computer literacy, Numerical Skills, Conflict management, Strong work ethics, Exceptional interpersonal skills, planning and organizing and control, Attention to detail, Ability to conduct Research, Customer service orientated, Problem solving and decision making skills, ability to work under pressure and meeting of deadlines, Managerial skills and professionalism.
- DUTIES** : Facilitate the signing of court orders and writ of executions and Judge's directive (ensuring that the information on the order/directions correspond with the endorsement made by the Judge on the Court file) taxation of bills of costs and endorsing settled bill of costs. Giving effect to instruction made by the Judge President, the Deputy Judge President, Judges and Court Manager. Co-ordination of Case Flows Management and support the Judiciary. Supporting the Court regarding quasi-judicial function. Effectively and efficiently correspondence with public private body and various other stakeholders. Supervise and Management of the staff. Provide practical training to and assistance to the Registrar's Clerk. Exercise control over the management and safe keeping of case records and records rooms. Deal with files in terms of the relevant codes and legislations. Manage submission of statistics to the reporting Registrar. Prepare and present cases for Audits. Manage performance in terms of Annual Performance Plan.
- ENQUIRIES** : Technical Related enquiries: Ms T Nzimande Tel No: (011) 359 5718
HR Related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 15/108** : **ACCOUNTING CLERK: PAYROLL REF NO: 2023/187/OCJ**
- SALARY** : R202 233 - R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric Certificate and a Three (3) year National Diploma/Degree qualification in Accounting/ Finance. Minimum of 1-year internship experience in Finance Payroll and S&T. Knowledge of BAS, PERSAL. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Public Service Regulation and Public Service Act and Batho Pele Principles. Skills and Competencies: Interpersonal, Telephone etiquette, Computer Literacy, Communication
- DUTIES** : Capturing S&T, Journals and BAS payments, Updating Payroll Certificates Filling of documents, capturing of salary related transactions, Compile and capturing of suspense account
- ENQUIRIES** : Technical enquiries: Ms I Morare Tel No: (010) 493 2591
HR related enquiries: Mr. A Khadambi Tel No: (010) 493 2527

<u>POST 15/109</u>	:	<u>ADMINISTRATION CLERK: CRT REF NO: 2023/188/OCJ</u>
<u>SALARY</u>	:	R202 233 - R235 611 per annum. The successful candidate will be required to sign a performance agreement. This post is strictly reserved for people with disabilities.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Division of The High Court: Middelburg
	:	Matric certificate. A minimum of (1) year relevant experience will be an added advantage. A valid driver's license. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office).
<u>DUTIES</u>	:	Perform digital recording of court proceedings locally and at circuit courts, and ensure integrity of such documents. Maintenance of criminal record books and indictment. writing and tracing of summonses and writing of witness fees book. Safekeeping of court files. Completion and issuing of committal warrants of detention (J7 forms). Provide administrative support in general court and case flow management. Completion of case documents and other court documents. Provide secretarial assistance to the Judge when required. Document scanning and data capturing. Provide any other administrative support as required by the judiciary, court manager and/or supervisor.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms A Malambe Tel No: (013) 492 2211 HR Related Enquiries: Mr. MV Maeko/Mr. M Jele Tel No: (013) 758 0000
<u>POST 15/110</u>	:	<u>ADMINISTRATION CLERK REF NO: 2023/189/OCJ</u>
<u>SALARY</u>	:	R202 233 - R235 611 per annum. The successful candidate will be required to sign a performance agreement. This post is strictly reserved for people with disabilities.
<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Division of The High Court: Mbombela
	:	Matric certificate. A minimum of (1) year relevant experience will be an added advantage. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office).
<u>DUTIES</u>	:	Render general clerical support services within the component. Record, organise, store capture and retrieve correspondence and data. Update registers and statistics, handle routine enquiries, make photocopies and receive/send mails. Distribute documents/packages to various stakeholders as required. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Type letters and other correspondence. Perform variety of routine duties that are related to the activities of the Department.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms HC Venter Tel No: (013) 758 0000 HR Related Enquiries: Mr. MV Maeko/Mr. M Jele Tel No: (013) 758 0000
<u>POST 15/111</u>	:	<u>DRIVER/ MESSENGER REF NO: 2023/190/OCJ</u>
<u>SALARY</u>	:	R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Abet/Grade 10. A valid driver's licence, 2 years driving experience, Computer skills (Basic) Work Independently Multilingual communication skills (verbal and written) Knowledge of routes/areas in Gauteng. Behavioural Competencies: Honesty and integrity, Punctual and neat, Accept responsibility, Reliable and dedicated, Courteous and well mannered.
<u>DUTIES</u>	:	Provide transport service to the OCJ National Office, Perform messenger Services. Execute registry & postal services. Execute support services to the unit.
<u>ENQUIRIES</u>	:	Technical Related enquiries Ms Mathabiso Molemong Tel No: (010) 493 2650 HR Related enquiries: Mr. A Khadambi Tel No: (010) 493 2527
<u>POST 15/112</u>	:	<u>HANDYMAN REF NO: 2023/191/OCJ</u>
<u>SALARY</u>	:	R147 036 – R170 598 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Abet/ Grade 10. 0-2 years' experience in Facilities Management or building infrastructure. Technical Competencies: Occupational Health and Safety Act,

- Knowledge of how to operate hand and power tools. Knowledge of building infrastructure layouts. Use of computer and basic software (outlook, excel and word). Behavioural Competencies: Communication skills, Team participation, Reliability, Punctuality, Innovative.
- DUTIES** : Execute minor general building maintenance, Attend to minor plumbing, electrical, and carpentry work, Provide handyman services at the National Office, Conduct routine weekly and monthly inspection of the building.
- ENQUIRIES** : Technical Related enquiries: Ms Kgomotso Tlou Tel No: (010) 493 8764
HR Related enquiries: Mr. A Khadambi Tel No: (010) 493 2527
- POST 15/113** : **USHER MESSENGER REF NO: 2023/192/OCJ**
- SALARY** : R147 036 – R170 598 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape Division of The High Court (Makhanda)
- REQUIREMENTS** : Abet/ Grade 10. Skills and Competencies: Computer literacy (MS Word/Excel), Good communication skills (written and verbal), Good interpersonal relations, Customer service, Interpersonal skills, Conflict Management, Work ethic and motivation, Professional appearance and conduct, Self-Management.
- DUTIES** : Render efficient and effective support to the court. Prepare courts timeously and assuring the courts smoothly. To assist by handing up of documents, exhibits to judges being of assistance to the witnesses and public while the court are in session. Assisting the advocates by ushering them to and from the Judge's chambers. Assisting Judges by collecting and delivering of files and documents Collection and deliveries of post and documents as required. Distributing of post and documents accordingly.
- ENQUIRIES** : Technical related enquiries: Mrs L.R. Frazer Tel No: (046) 603 5000
HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217