

OFFICE OF THE CHIEF JUSTICE

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.

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.
- Supreme Court of Appeal: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State Division of the High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- Gauteng Provincial Service Centre, Johannesburg/Pretoria/Land Claims: Randburg:** 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.
- 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 Plaatje Drive, Room B107, Kimberley.
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- KwaZulu Natal Division of the High Court: Durban/Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban.

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

CLOSING DATE

: 17 May 2024

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 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. OCJ will give preference to candidates in line with the departmental Employment Equity goals.

OTHER POSTS

<u>POST 15/33</u>	:	<u>LAW RESEARCHER REF NO: 2024/32/OCJ</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Matric certificate and an LLB degree or a four-year recognized legal qualification. A minimum three (3) years' relevant legal experience. An understanding of the functioning of Commissions or Tribunals would be an added advantage. A valid driver's license. Skills and Competencies: Legal research and analytical skills, Report writing and editing skills, Project Management, Planning and organizing, Accuracy and paying attention to detail, Communication skills, Computer literacy, Excellent interpersonal skills, Ability to work under pressure and independently, Willingness to travel. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Ensure the development and maintenance of a complaints register. Receive and register complaints lodged against Judges. Attend to litigation matters against the Judicial Service Commission. Analyse the pleadings received. Provide secretariat support services to the Judicial Conduct Committee (JCC). Prepare documentation for the Committee Members. Maintaining of stakeholder relations with referral institutions. Compile JSC recommendations for presentation to the Chief Justice and to the President. Ensure the provision of administrative support services to the JSC. Monitor and maintain the development of the JSC data base.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms M Mondlane Tel No: (010) 493 2581 HR related Enquiries: Mr A khadambi Tel No: (010) 493 2500/2528

- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/34** : **LAW RESEARCHER REF NO: 2024/33/OCJ**
(3 Year Contract)
- SALARY** : R444 036 – R532 602 per annum (Level 09). 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 and an LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Office); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problem solving skills; Ability to work under pressure; Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges and other personnel of the court. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Attend to additional duties as assigned.
- ENQUIRIES** : Technical Related Enquiries: Ms C.A Martin Tel No: (051) 492 4623
HR Related Enquiries: Ms N de la Rey Tel No: (051) 492 4523
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/35** : **LAW RESEARCHER REF NO: 2024/34/OCJ**
(Re-advertisement, candidates who previously applied are encouraged to re-apply)
- SALARY** : R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : KwaZulu-Natal Division of The High Court, Durban
- REQUIREMENTS** : Matric Certificate and an LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges. Read all the

relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Assist court personnel with research related queries as assigned.

- ENQUIRIES** : Technical Enquiries: Mrs K Marais Tel No: (031) 492 5562
HR Enquiries: Ms SZ Mvuyana Tel No: (031)493 1721
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/36** : **REGISTRAR REF NO: 2024/35/OCJ**
- SALARY** : R307 659 – R1 053 387 per annum (MR3 – MR5) (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** : Northern Cape Division of The High Court: Kimberley
: Matric certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4:** LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession. Superior court or litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written) Computer literacy Numerical skills Attention to detail Planning, organizing and control, Problem solving and decision-making skills, Customer service orientated, Interpersonal skills Conflict management, Strong work ethics, Professionalism, Ability to work under pressure and meeting of deadlines, Results driven, Honesty/Trustworthy Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Manage and execute quasi-judicial functions, Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes, Initiating Court Proceedings, Coordinate, interpreting services, appeals and reviews Process unopposed divorces and the facilitation of Pre-Trial conferences, Quality checks on Criminal Record Book, Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators, Supervision and management of staff Provide practical training and assistance to the Registrars' Clerks Ensure annotation of relevant publications, codes, acts and rules Attend to and execute requests from the Judiciary in connection with cases and case related matters Exercise control over the management and safekeeping of case records and the record room Deal with the files in terms of the relevant codes and Legislation.
- ENQUIRIES** : Technical related enquiries: Ms S Basson Tel No: (053) 492 3501
HR related enquiries: Ms L Wymers Tel No: (053) 492 3533
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/37** : **ADMINISTRATION CLERK: DCRS REF NO: 2024/36/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Division of The High Court, Pietermaritzburg
: Matric Certificate or equivalent qualification, Experience in operating a recording machine and administration functions in a court environment will be an added advantage Skills and Competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Customer service skills and ability to work under pressure. Good interpersonal and public relation skills. All shortlisted candidates shall

		undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr M Zondi Tel No: (034) 492 0269 /034 492 0288 HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/38</u>	:	<u>ADMINISTRATION CLERK REF NO: 2024/37/OCJ</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	KwaZulu Natal Division of The High Court, Durban
<u>REQUIREMENTS</u>	:	Matric Certificate and computer literacy. Experience in Clerical/ administration functions relating to Finance, SCM and Asset Management and knowledge of basic financial operating systems (PERSAL, BAS, JYP etc.) 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 and customer service skills and ability to work under pressure. Relevant experience in Provisioning Administration/Supply Chain Management and Financial Management, demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, supply Chain Management Guidelines and other related prescripts. Knowledge of the Public Sector procurement process, rules and regulations. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; A valid driver's licence. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Keep and update all records on the asset register, Bar code all newly acquired assets, conduct quarterly asset verification and ensure that assets in the register matches the condition and existence, Identify assets for disposal and facilitate the transfer thereof, perform reconciliation of JYP and BAS asset register, Update records of leases on assets and maintain copies for audit purposes, report and follow up on losses reported to Legal Liability and update asset register according to asset status. Facilitate the movements of assets, update of inventory lists and assets register, compile daily, weekly and monthly statistics, Handle internal and external enquiries, follow supply chain management processes to procure assets, Render Financial Accounting transactions, Receive invoices, Check invoices for correctness, verification and approval, Process invoices (e.g. capture payments), Filing of all documents, Collection of cash, Capture all financial transactions and assist with general office administrative duties.
<u>ENQUIRIES</u>	:	HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723 Technical Enquiries: Mrs K Marais Tel No: (031) 492 5562
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/39</u>	:	<u>REGISTRAR'S CLERK: CASE FLOW REF NO: 2024/38/OCJ</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	Matric certificate and para -legal qualification, Two (2) years administration experience preferably in a court environment. The following will be an added advantage: Experience in general legal administration, A valid driver's licence.

Skills and Competencies. 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, accuracy and attention to detail, planning, organizing and skills and customer service skills orientated. Knowledge of the Rules of the High Court. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Render support services to case flow management, Filing of civil process, Render counter services; Act as liaison between Judges and Legal Practitioners; Attend and oversee to general public queries; Rendering of efficient and effective support services to court; Attend telephone and / electronic official queries/ correspondence; Manual data collection, capturing, monitoring and control; Provide administrative support in Registrar's office(general office and case flow management);Provide any administrative support as required by the Judiciary, Chief Registrar, Court Manager and/or supervisor; and Assist in the filing and safekeeping of the recorded cases, Uploading and updating case information on registrars' tools.

ENQUIRIES : Technical Related Enquiries: Ms. R David Tel No: (021) 480 2635
Hr Related Enquiries: Ms. M Baker Tel No: (021) 469 4038

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 15/40 : **ADMINISTRATION CLERK (DCRS) REF: NO: 2024/39/OCJ**

SALARY : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Division of The High Court: Cape Town

REQUIREMENTS : Matric certificate or equivalent qualification .Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management .Drivers licence Understanding of confidentiality in Government Skills and Competencies: Good communication (written and verbal)Computer literacy (MS Office) Good interpersonal skills, good public relations skills Ability to work under pressure and to solve problems Customer service Document management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof; Record court proceedings; Provide administrative and case flow management support in general to the court as required by the Judiciary, Chief Registrar, Court Manager and/ or Supervisor.

ENQUIRIES : Technical/HR related enquiries: Ms M Baker Tel No: (021) 469 4032

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 15/41 : **ACCOUNTING CLERK REF NO: 2024/40/OCJ**

SALARY : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Provincial Service Centre: Cape Town

REQUIREMENTS : Matric Certificate with Accounting as a passed subject, A national Diploma in Accounting/Financial Management or equivalent qualification. A valid Driver's License and one-year experience in finance will be an added advantage. Skills and Competencies: Competency literacy (MS Office), Good communication skills (written and verbal), Good interpersonal relations, planning relations, planning and organizing skills and problem-solving skills. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, Knowledge of travel subsistence, Basic Accounting System (BAS). The applicant must be computer literate especially in MS Excel and MS Office. People with disability are encouraged to apply. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Process the payment of creditors, administer the collection of revenue, conduct payroll administration and pay claims, administer petty cash, Prepare and process payment of S&T claims for Judges and Officials, prepare manual

- requisitions and capture on JYP, Receive and record all invoices within 30 days.
- ENQUIRIES** : Technical Related Enquiries: Ms. H Reddy Tel No: 021 429 4053
HR Related Enquiries: Ms. M Baker Tel No: (021) 469 4038
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/42** : **ADMINISTRATION CLERK REF NO: 2024/41/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Provincial Service Centre: Johannesburg
Matric certificate. A minimum of (1) year relevant experience will be an added advantage. Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). Skills and Competencies Accuracy and Attention to detail. Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Good interpersonal and public relations skills. Ability to work under pressure, independently and self-motivated. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Render 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.
- ENQUIRIES** : Technical enquiries: Acting DCO Tel No: (010) 494 8533
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/43** : **ADMINISTRATION CLERK: CRT REF NO: 2024/42/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : North West Division Of The High Court
Matric certificate or equivalent qualification. A minimum of one-year relevant experience. A valid Driver's license. Skills and Competencies: Job Knowledge. Good Communication skills (verbal and written). Interpersonal relations skills. Flexibility. Team work. Planning and organization skills. Computer literacy (MS Office). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Perform digital recording of court proceedings locally and at circuit courts, and ensure integrity of such documents. Maintenance of criminal record books and charge sheets, writing and tracing of summonses and writing of witness fees book. Completion and issuing of committal warrant of arrest. Provide administrative support in general court and case flow management. Completion of case documents (charge sheet) and other court documents. Document scanning and data capturing. Provide any other administrative support as required by the judiciary, court manager and or supervisor.
- ENQUIRIES** : Technical Enquiries: Mr O Sebatso Tel No: (018) 397 7065
Hr Related Enquiries: Ms B Ontong Tel No: (018) 397 7064
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/44** : **ADMINISTRATION CLERK: DCRS REF NO: 2024/43/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KZN Division of The High Court: Pietermaritzburg
Matric certificate equivalent qualification. Experience in operating a recording machine and administration functions in a court environment will be an added

advantage. Skills and Competencies: Computer literacy (MS Office), Good communication skills (written and verbal), Good administration and organisational skills, Customer service skills and ability to work under pressure, Good interpersonal and public relation skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.

ENQUIRIES : Technical Enquiries: Mr M Zondi Tel No: (034) 492 0269 /034 492 0288
HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 15/45 : **TYPIST REF NO: 2024/44/OCJ**

SALARY : R183 279 - R215 892 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : North West Division Of The High Court
Matric certificate or equivalent qualification. A minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. A valid Driver's license will serve as an advantage. Skills and Competencies Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem-solving skills. Accuracy and attention to details. Ability to work under pressure. Good time keeping. Telephone etiquette. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administrative duties.

ENQUIRIES : Technical Enquiries: Mr O Sebatatso Tel No: (018) 397 7064
HR Related Enquiries: Ms K Zwane Tel No: (018) 397 7065

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 15/46 : **SECURITY OFFICER REF NO: 2024/45 /OCJ**

SALARY : R155 148 - R182 757 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Northern Cape Division of The High Court: Kimberley
Matric certificate or equivalent qualification with PSIRA Grade C Certificate. The following will serve as an added advantage: A minimum of one (1) year applicable experience and a valid code EB driver's licence. Skills and Competencies: Basic Computer Literacy (MS Office). Good communication skills (verbal and written). Problem solving skills. Good interpersonal relations. Ability to serve members of the public, clients and visitors. Planning, organisation and analytical thinking skills. Ability to function and operate in a team.

DUTIES : Perform security control room functions. Perform access control functions. Secure and protect Departmental property, documents, assets and stores. Render security and access control services at all security-controlled areas. Implementation of safety regulations and safety protocols. Identify and report security breaches. Perform search, patrol and perimeter security functions. Perform routine administrative functions as required by the Office of the Chief Justice (OCJ).

ENQUIRIES : Technical Related Enquiries: Mr F Wilkinson Tel No: (053) 4923553

NOTE

HR Related Enquiries: Ms L Wymers Tel No: (053) 492 3533
: The Organisation will give preference to candidates in line with the
Employment Equity goals.