

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

Constitutional Court: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Mbombela/Mpumalanga Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, 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.

Makhanda/Mthatha/Bisho: 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.

Gauteng: 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.

Limpopo Provincial Service Centre: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.

KwaZulu Natal, Durban: Quoting the relevant reference number, direct your application to: Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban, 4000.

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

: 14 June 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. Note: OCJ will give preference to candidates in line with the departmental Employment Equity goals.

OTHER POSTS

- POST 19/15** : **COURT MANAGER REF NO: 2024/59/OCJ**
- SALARY** : R849 707 – R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mbombela High Court
- REQUIREMENTS** : Matric Certificate and three-year National Diploma in Management or Administration or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A Degree in Management or Administration at NQF level 7 will serve as an added advantage. A minimum of six (6) years relevant experience of which three (3) years should be at (ASD level/Junior Management level). A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management, Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Time Management and ability to work under pressure. 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** : Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management Services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder

- relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.
- ENQUIRIES** : Technical enquiries / HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
- NOTE** : Organisation will give preference to candidates in line with the Employment Equity goals
- POST 19/16** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2024/60/OCJ**
- SALARY** : R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Limpopo Provincial Service Centre
- REQUIREMENTS** :
 Matric certificate and a three-year National Diploma/ Bachelor' Degree in Human Resources Management or equivalent qualification at NQF Level 6 with 360 credits as recognized by SAQA. A minimum of three (3) years relevant experience in Human Resources Management and Administration plus three (3) years' experience at supervisory level in HRM and related fields. A valid driver's license. Skills and Competencies: Knowledge and understanding of relevant Human Resources Management Legislation/Directives and Policies must be able to understand/interpret policies and implement strategies. Extensive knowledge of the PERSAL system. Formal PERSAL training. (shortlisted candidates will be required to submit PERSAL certificates/results). Computer literacy (MS Office). Excellent communication skills (written and verbal). Good people management/interpersonal relations. Exceptional report writing skills. Ability to work long hours when required. The ability to work under pressure and adhere to deadlines. Be self-motivated. Attention to detail. Problem solving and maintaining discipline. Commitment and integrity. Confidentiality and professionalism. 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 coordinate HRM administration matters within the Department, to contribute to the rendering of a professional Human Resource Management services with respect to conditions of service and benefits, leave, housing, medical aid, injury on duty, termination, long service recognition, overtime, relocation, pension, allowances. HR provisioning (Recruitment and selection, appointment, transfers, verification of qualifications, secretariat functions at interviews etc). Implement and manage the Performance Management and Development system in the province. Responsible for the facilitation and coordination of Labour Relations, Employee Wellness and Learning and Development in the Province. Address Human Resources Administration enquiries and manage all PERSAL transactions. Ensure the correct implementation of Departmental/Public Service policies on matters related to Human Resources Management and adherence to the relevant prescripts/ legislations. Inform, guide and advice relevant stakeholders on Human Resources administration matters to enhance the correct implementation of Personnel administration practices/policies. Manage and administer policy and procedures on incapacity leave and ill-health retirement (PILIR) in the Department. Manage the HRM Registry services and records management. Prepare and consolidate reports. Human resources management administration issues.
- ENQUIRIES** : Mr. TD Masemola / Ms. E.M Ramaphakela Tel No: (015) 495 1753/1744
- NOTE** : Organisation will give preference to candidates in line with the Employment Equity goals
- POST 19/17** : **LAW RESEARCHER REF NO: 2024/61/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** : Gauteng division of the High Court: Pretoria
- 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 34 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. Proofread 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/HR related enquiries: Mr O Jonase Tel No: (012) 315 7619/ HR related 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 19/18 : **SENIOR COURT INTERPRETER REF NO: 2024/64/OCJ**
Re-advertisement, candidates who previously applied are encouraged to re-apply.

SALARY : R308 154 – R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape Division of The High Court: Makhanda

REQUIREMENTS : Matric certificate and ten (10) years' practical experience in court interpreting or appropriate National Diploma (NQF 6) in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) and a minimum of three (3) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, isiXhosa). Candidates will be required to undergo oral and written language proficiency testing. A valid driver's licence will be an added advantage. Excellent communication skills (written and verbal), Computer literacy (MS Office), Good interpersonal skills, Ability to work under pressure and solve problems, Accuracy and attention to detail, Customer service 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 interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor as and when it is required.

ENQUIRIES : Technical Related Enquiries: HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

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

POST 19/19 : **SENIOR COURT INTERPRETER REF NO: 2024/65/OCJ**

SALARY : R308 154 – R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng division: Pretoria

REQUIREMENTS : Matric certificate and ten (10) years' practical experience in court interpreting or appropriate National Diploma (NQF 6) in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) and a minimum of three (3) years

practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, isiXhosa). Candidates will be required to undergo oral and written language proficiency testing. A valid driver's licence will be an added advantage. Excellent communication skills (written and verbal), Computer literacy (MS Office), Good interpersonal skills, Ability to work under pressure and solve problems, Accuracy and attention to detail, Customer service 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 interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor as and when it is required.

ENQUIRIES : Technical/HR related 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 19/20 : **JUDGE'S SECRETARY REF NO: 2024/66/OCJ**
(3-Year Contract)

SALARY : R308 154 - R362 994 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : Durban High Court

REQUIREMENTS : Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. An LLB degree or a minimum of 20 modules completed towards an LLB / BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file 14 and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign

the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaf's in the Judges library are attended to.

ENQUIRIES : Technical Enquiries/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 19/21 : **REGISTRAR REF NO: 2024/62/OCJ**

SALARY : R307 659 – R1 053 387 per annum (MR3 – MR5), (Salary will be in accordance with the Occupation Specific Dispensation Determination).

CENTRE : Eastern Cape division of the High Court (Makhanda)
REQUIREMENTS : LLB Degree or equivalent qualification, A minimum of 2 years' experience and a valid driver's license Skills and Competencies: Written Communication Verbal and Non-verbal communication, Numerical Skills, Technical Expertise Information Technology, Attention to detail, Planning, Organizing and Control Problem solving and decision making skills Customer service Interpersonal skills, Conflict Management, Work ethic and motivation, Professional appearance and conduct, Self-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. 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.

DUTIES : Rendering of supervisory functions over the staff in the section by ensuring compliance with and monitoring their daily performance and attendance at work. Perform duties of registrar in the various sections as well as attend to after-hours functions as registrar (rotational basis) Perform functions as registrars in a non-biased and fair manner so as to ensure that matters are dealt with speedily and efficiently. Ensure proper case flow management and compliance with the provisions of the various Court Rules, Criminal Procedure Act, Code: Registrar as well as the relevant High Court Practice Directives in the performance of all registrar functions. Handle queries and complaints from public and legal fraternity. Ensure that the checking of relevant registers is done in terms of the codes. Ensure that accurate statistics is furnished to the Chief Registrar on a monthly basis All reports to be furnished within the given time limits Performing quasi-judicial functions by considering applications for default judgment and issuing of warrants of execution. Manage Asset Verification and stationery requirements.

ENQUIRIES : Hr Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
NOTE : Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/22 : **REGISTRAR REF NO: 2024/63/OCJ**
 Re-advertisement, candidates who previously applied are encouraged to re-apply.

SALARY : R307 659 – R1 053 387 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination).

CENTRE : Constitutional Court: Braamfontein
REQUIREMENTS : Matric Certificate and an LLB Degree or a four (4) years legal qualification. A minimum of two years' legal experience obtained after qualification. A valid driver's license. **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). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting

of deadlines, result driven, honesty/trustworthy and 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. 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.

DUTIES : Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrar's 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. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.

ENQUIRIES : Technical enquiries: Ms. Z Sondlo Tel No: (011) 359 7400/7458
HR enquiries: Ms. K Mokgathe Tel No: (011) 359 7400/7574

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

POST 19/23 : **SECRETARY REF NO: 2024/67/OCJ**

SALARY : R216 154 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Provincial service centre
REQUIREMENTS : Matric certificate. Knowledge and experience of procedures and processes applied in Office Management; Understanding of Confidentiality; Typing as a subject or a Secretarial Certificate or any other relevant training or qualification. A valid driver's license will be an added advantage. Shortlisted candidates may be subjected to a practical test in order to demonstrate their typing and computer skills. Skills and Competencies: Good communication skills (written and verbal), proficiency in Microsoft Office (Word, Excel, PowerPoint outlook, Internet) Ability to conduct basic research, basic problem-solving skills, good judgement and decision-making skills, Assertiveness and confidence to interact at all levels, Ability to work under pressure, administrative and organisational skills, sound interpersonal relations, accuracy and attention to details. 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 : Administer an online and physical diary of the Director: Court Operations; Manage information and data on behalf of the Director: Court Operations; Plan and schedule day to day task of the Director: Court Operations; Manage telephone calls and convey messages; Organize meetings/workshops/conference and functions; Draft coherent submission, executive reports, memorandum and letters; Type and edit correspondence; Receive and attend to visitors; Serve refreshment to visitors and/or at identified 101 meetings as indicated by the Director: Court Operations; Handle travel arrangements of accommodation, flights tickets, subsistence and travel claims and any other tasks as directed by the Director: Court Operations; Accompany/attend meetings with the Director: Court Operations and compile minutes and reports.

ENQUIRIES : Technical enquiries / HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000

POST 19/24 : **REGISTRAR'S CLERK REF NO: 2024/68/OCJ**

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

CENTRE : Mpumalanga Provincial Service Centre
REQUIREMENTS : Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added

advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office) Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated. 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 : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing, Administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties.

ENQUIRIES : Technical enquiries/ HR enquiries: Mr SJ Zwane/ Mr MV Maeko Tel No: (013) 758 0000

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

POST 19/25 : **ADMINISTRATION CLERK (CRT) REF NO: 2024/70/OCJ**

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

CENTRE REQUIREMENTS : Mpumalanga Provincial Service Centre
 : 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. 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: Mr S Hlongwane Tel No: (021) 469 4029

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

POST 19/26 : **ACCOUNTING CLERK REF NO: 2024/71/OCJ**

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

CENTRE REQUIREMENTS : Constitutional Court: Braamfontein
 : 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. 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 37 requisitions and capture on JYP, Receive and record all invoices within 30 days.

ENQUIRIES : Technical enquiries: Ms. Z Sondlo Tel No: (011) 359 7400/7458
HR enquiries: Ms. K Mokgathe Tel No: (011) 359 7400/7574
NOTE : Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/27 : **USHER MESSENGER REF NO: 2024/72/OCJ**

SALARY : R155 148 – R182 757 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng division of the High Court: JHB
REQUIREMENTS : Matric Certificate. 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. 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 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/HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
NOTE : Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/28 : **USHER MESSENGER REF NO: 2024/73/OCJ**

SALARY : R155 148 – R182 757 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape division of the High Court: Bisho
REQUIREMENTS : Matric Certificate. 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. 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 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 : Hr Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
NOTE : Organisation will give preference to candidates in line with the Employment Equity goals.

POST 19/29 : **FOOD SERVICE AID REF NO: 2024/74/OCJ**

SALARY : R155 148 – R182 757 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Eastern Cape division of the High Court: Mthatha
REQUIREMENTS : Adult Basic Education and Training Course Level 4/ Grade 10. Matric certificate or equivalent qualifications will serve as an added advantage. Experience in food preparation and serving environment will serve as an added advantage. Skills and competencies: Reliability, Attention to detail, Good interpersonal relations, Ability to work under pressure, Time 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. 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

: Attend to the morning tea of Judges, Manage Judge's tea club money, Advise Judges on stock levels and replenish stock. Clean cutlery, crockery, tearoom and boardroom, do preparation for Judge's conferences, meetings and workshops. Safekeeping of utensils. Report loss and breakage of utensils to supervisor.

ENQUIRIES

: Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
Hr Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

NOTE

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