

## 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.
- 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
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- Gauteng Division of the 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
- CLOSING DATE** :
- 30 September 2024
- NOTE** :
- All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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). Please send your documents in a PDF and put them in one folder. 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 initialed on both pages 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 a 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 the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). 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. 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 will 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 appointment. The Office the Chief Justice complies with the provisions of the 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 that 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**

- POST 33/77** : **COURT MANAGER REF NO: 2024/149/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 REQUIREMENTS** : Western Cape Division of The High Court  
 : Matric Certificate and a three (3) 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. 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 general 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 19 relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.
- ENQUIRIES** : Technical enquiries /HR enquiries Ms M Baker Tel No: (021) 469 4000/Mr S Hlongwane Tel No: (021) 469 4029
- APPLICATIONS NOTE** : Applications can be submitted via email at [CourtmanagerWC@judiciary.org.za](mailto:CourtmanagerWC@judiciary.org.za)  
 : The Organization will give preference to candidates in line with the Employment Equity goals
- POST 33/78** : **DEPUTY DIRECTOR: CONDITIONS AND SERVICE BENEFITS REF NO: 2024/150/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** : National Office Midrand

<b><u>REQUIREMENTS</u></b>	:	Matric Certificate and a three (3) year National Diploma/Degree in Human Resources Management/Labour Relations Management/or Law at NQF Level 6 with 360 credits). Applicants are to take note that the Office of the Chief Justice is a highly legalistic working environment. A minimum of five (5) years functional experience in Employment Relations Management Services of which 3 years' must be at Assistant Director Level. Valid Drivers' license as the job will entail extensive travelling and the successful incumbent must be willing to work long hours. Skills and Competencies: Knowledge Superior Courts Act, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council and General Public Service Sectoral Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and organizing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act, Public Service Regulations, Legal Research, Records Management, Problem solving, Negotiation, Presentation Good Communication skills (oral and written), Planning, Analytical, Report writing, Conflict Management, Computer literacy (Maintenance of a Live Case Law Database). 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 general requirements.
<b><u>DUTIES</u></b>	:	Conduct and analyse all grievances and complaints received from employees throughout the country and provide trend analysis reports to management. Draft charges and finalize all misconduct cases. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters country wide. Ensure effective management of the ER Information Management Systems and records management system which includes maintaining an efficient and effective rotational case management filing system and weekly updating of a live Labour Relations database. Ensure that all compliance reports are submitted in line with the OCJ Compliance Calendar. Manage, coordinate and monitor the implementation of Employee Relations' policies and procedures; Provide expert employee relations advice. Coordinate the effective Collective Bargaining processes within the Department by ensuring healthy working relationships and engagements with the relevant recognized Trade Unions.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Mr S Phaladi Tel No: (010) 493 2658 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771/2533
<b><u>APPLICATIONS NOTE</u></b>	:	Applications can be submitted via email at <a href="mailto:DeputyDirectorLR@judiciary.org.za">DeputyDirectorLR@judiciary.org.za</a> The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 33/79</u></b>	:	<b><u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 2024/151/OCJ</u></b>
<b><u>SALARY</u></b>	:	R849 707 – R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand Matric Certificate and a three (3) year National Diploma/Degree in Social Work or Psychology or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of five (5) years' experience of which three (3) years must be at an Assistant Director level/Junior Management level in Employee Health and Wellness environment. A Valid Drivers' license as the job will entail extensive travelling and the successful incumbent must be willing to work long hours. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations, Public Service Act (PSA), Employment Equity Act (EEA), Labour Relations Act (LRA), Employee Health and Wellness policies, Occupational Health and Safety Act (OHSA), Code of Ethics, Job Access strategic framework, Basic Conditions of Employment Act (BCEA), Determination on reasonable accommodation and assistance devices for employees with disabilities in the public service, Gender Equality strategic framework, Batho Pele Principles, Employee Health and Wellness strategic framework, Relevant HIV/AIDS legislations. Skills and Competencies: Communication (verbal and written), People management, Motivational, Analytical, Problem solving, Interpersonal, Presentation, Report writing, Planning and Organising, Computer Literacy. 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 general requirements.
- DUTIES** : Manage the provision of employees support services through an integrated wellness programme. Manage organisational Occupational Health and Safety programmes. Manage and implement Gender, Disability and Youth (GDY) programmes in the Department. Conduct life skills training on time, conflict and stress management in the workplace Coordinate the promotion of physical health through sports events Facilitate and coordinate services for wellness day Liaise / Network with stakeholders and other organisations with regard to Employee Wellness issues, and implement best practices accordingly. Market the Employee Wellness programme through poster awareness, publication of health information monthly, information sessions, commemoration of health events according to the Health and Wellness calendar. Conduct absenteeism analysis and compile reports. Facilitate the implementation of HIV and Aids, TB and other Communicable Diseases Prevention, Support and Treatment Care Programmes: Draft/Review policies to guide the implementation of HIV/AIDS and TB Management Conduct HIV, AIDS, STI, and TB information sharing sessions Monitor the distribution of male and female condoms Facilitate the implementation of HIV & AIDS programmes Observe Health calendar days and initiate awareness programmes and render Employee Assistant Programme (EAP): Coordinate and render debriefing, pre-counselling, referral, and support service to employees Analyse individual as well as group needs and identify psychosocial health risks, recommendations, implementation and action plan to address risks Recommend interventions and provide support in the implementation of action plans to address health risks identified through absenteeism report Administer and manage EAP cases Facilitate EAP support programmes Facilitate the implementation of Diversity Management programme: Develop or review policies and planning in line with the national gender policy framework as outlined in the gender policy framework Develop and motor the implementation of the disability rights policy, special programs and implementation guidelines Assess progress in implementing the diversity management policy guidelines Evaluates the impact of diversity management interventions within the Department Manage the secretariat for Transformation, Gender and Wellness Committee. Manage the Occupational Health and Safety policies and procedures for the Department. Ensure compliance with the OHSA. Manage resources (Human, Finance, Equipment/Assets) within the sub-directorate.
- ENQUIRIES** : Technical Enquiries: Mr S Phaladi Tel No: (010) 493 2658  
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
- APPLICATIONS** : Applications can be submitted via email at [DeputyDirectorEHWT@judiciary.org.za](mailto:DeputyDirectorEHWT@judiciary.org.za)
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.
- POST 33/80** : **JUDGE'S SECRETARY REF NO: 2024/152/OCJ**
- SALARY** : R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of The High Court, Cape Town
- REQUIREMENTS** : Grade 12 with typing/ Secretarial Diploma. 1 – 3 years secretarial / Office assistant experience. Short listed candidates will be required to pass a competency/typing test. A valid driver's license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BComm and a Paralegal Qualification will serve as an added advantage. 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 care service skills; Excellent typing skills; Confidentiality; Time management; Computer literacy (MS Office); Research capabilities 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 general requirements.
- DUTIES** : Typing; Arrange and diarize appointments. Meetings for official visits, make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files, documents and provide copies of documents to the Registrar. Perform digital

recording of Court Proceedings on urgent court cases after hours and ensure integrity of such recordings. Store, keep and file Court records safely. Accompany the Judge to the Courts. Management of Judge's vehicle, logbook and when required, driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange receptions for the Judge and his or visitors and attend to their needs. Management of Judges library and updating of documentation. Execute legal Research as directed by the Judge and comply with prescripts, Departmental Policies, Procedures and guidelines Ensure annotation of relevant publications, codes, acts and rules Attend to and execute requests from the judiciary in correction 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 enquiries Ms V Noah/ Ms M Baker Tel No: (021) 469 4000  
HR enquiries: Mr S Hlongwane Tel No: (021) 469 4029
- APPLICATIONS** : Applications can be submitted via email at [JudgessecretaryWC@judiciary.org.za](mailto:JudgessecretaryWC@judiciary.org.za)
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals
- POST 33/81** : **JUDGE'S SECRETARY REF NO: 2023/153/OCJ**
- SALARY** : R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : North West Division of the High Court  
Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. 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 general requirements.
- DUTIES** : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
- ENQUIRIES** : Technical/enquiries: Mr O Sebatso Tel No: (018) 397 7065
- APPLICATIONS** : Applications can be submitted via email at [JudgessecretaryNW@judiciary.org.za](mailto:JudgessecretaryNW@judiciary.org.za)
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals.

- POST 33/82** : **POOL JUDGE'S SECRETARY REF NO: 2024/154/OCJ (X2 POSTS)**  
(1-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 REQUIREMENTS** : Gauteng Division of the High Court: Johannesburg  
: 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, BA / Bcom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. 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. 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 general requirements.
- 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 he 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 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 APPLICATIONS** : Technical/HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515  
: Applications can be submitted via email at [PooljudgessecretaryJHB@judiciary.org.za](mailto:PooljudgessecretaryJHB@judiciary.org.za)
- NOTE** : The Organization will give preference to candidates in line with the Employment Equity goals

<b><u>POST 33/83</u></b>	:	<b><u>ACCOUNTING CLERK REF NO: 2024/155/OCJ</u></b>
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand A 3-year B-degree in Finance or equivalent qualification (Cost and Management Accounting will be an added advantage), A minimum of 2 years' administrative experience, A valid driver's license and willingness to travel, Skills and Competencies: Knowledge of the Public Finance Management Act, and related financial management systems (BAS), Competent in MS Office (excel and word), Good in report writing and presentation, Numeric, Mathematical accuracy, Ability to work independently, honesty, integrity and innovative. 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 general requirements.
<b><u>DUTIES</u></b>	:	Assist in the preparation of various budgets. Assist budget managers in compiling their budget and expenditure reporting, Capture budget in the financial system (BAS), Manage the department's budget and notify budget managers on possible over/underspending and recommend solutions, Prepare and provide budget managers with management reports (cashflow statements) on monthly basis, Assist in the compilation of expenditure reports to various stakeholders, Assist in the preparation of financial statements (appropriation statement), Ensure application of prescribed financial procedures and policies including PFMA and Treasury Regulations, Perform other duties as directed.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Mr S Jiyane, Tel No: (010) 493 2500 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
<b><u>APPLICATIONS NOTE</u></b>	:	Applications can be submitted via email at <a href="mailto:Accountingclerk@judiciary.org.za">Accountingclerk@judiciary.org.za</a> The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 33/84</u></b>	:	<b><u>REGISTRAR'S CLERK REF NO: 2024/156/OCJ</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Western Cape Division of the High Court: Cape Town 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. 36 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms. R David Tel No: (021) 480 2635 Hr Related Enquiries: Ms. M Baker Tel No: (021) 469 4038
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted via email at <a href="mailto:RegistrarsclerkWC@judiciary.org.za">RegistrarsclerkWC@judiciary.org.za</a> The Organization will give preference to candidates in line with the Employment Equity goals