

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 High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

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: Pretoria and Labour and Labour Appeals Court: 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.

Eastern Cape Division of the High: Mthatha/ Gqeberha: 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 31 January 2025

CLOSING DATE**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 initialed 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 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

OTHER POSTS**POST 02/71**

: **STATE ACCOUNTANT REF NO: 2025/02/OCJ**

SALARY

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

<u>CENTRE REQUIREMENTS</u>	: National Office: Midrand : Matric certificate and a three-year National Diploma in Financial Management, Public Finance, Public Accounting, Cost and Management Accounting or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of one (1) year relevant experience. A valid driver's license. Skills and Competencies: Public Service Act. Treasury Regulation. PFMA. BAS. Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Charts of Accounts. Communication (written and verbal). Computer Literacy (MS Word, Excel, etc.). Analytical and Mathematics skills. Conflict resolution. Ability to work under pressure. Self-motivated. Reliable. Integrity and honesty. Ability to analyze, conceptualize, and implement policy. Leadership qualities. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
<u>DUTIES</u>	: Capturing invoices on BAS to ensure all service providers are paid within prescribed times. Authentication and ensure accuracy of SCOA allocations to the GL are correct. Process journals to reallocate cost when allocations to the GL are incorrect. Review the accuracy and validity of all supporting documentation. Reconciliation of accounts. Responds to queries related to financial transactions. Extract reports from accounting system as required. Report on discrepancies between documents to be filed and transactions processed on the accounting system. Maintain and update the invoice tracking register. Responds to queries related to financial transactions. Entity Registration (BAS & SAFETNET), File, store, retrieve, and safeguard source and face value documents.
<u>ENQUIRIES</u>	: Technical related enquiries: Mr H Lekwane Tel No: (010) 493 2590 : HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS NOTE</u>	: Applications can be submitted via email at 2025/02/OCJ@judiciary.org.za : The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 02/72</u>	: <u>SENIOR COURT INTERPRETER REF NO: 2025/03/OCJ</u> : Re-advertisement, candidates who previously applied are encouraged to apply.
<u>SALARY</u>	: R308 154 – R362 994 per annum (Level 07) The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Eastern Cape Division of the High Court: Gqeberha : Grade twelve (12) plus a three-year National Diploma in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) and a minimum of three (3) years practical, experience in Court Interpreting or Grade twelve (12) and ten (10) years in Court interpreting, practical experience in Court Interpreting. Proficiency in English and two indigenous languages mainly in IsiXhosa and Afrikaans. Candidates will be required to undergo oral and written language proficiency testing. Other indigenous languages will be an added advantage. 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Ms P Nyhiba Tel No: (041) 502 6626 : HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS NOTE</u>	: Applications can be submitted via email at 2025/03/OCJ@judiciary.org.za : The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 02/73</u>	: <u>SENIOR COURT INTERPRETER REF NO: 2025/04/OCJ</u>
<u>SALARY</u>	: R308 154 – R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	: Eastern Cape Division of the High Court: Mthatha : Grade 12 with National Diploma: Legal Interpreting or any other equivalent qualification in the field of languages recognised by SAQA, a minimum of three (3) years' practical experience in court interpreting or Grade 12 with ten (10) years practical experience as court Interpreter. Language requirements: Proficiency in English and two indigenous languages mainly in IsiXhosa and isiZulu or Sesotho. A valid driving license. Skills and competencies: Communications skills (written and verbal); Listening skills; Interpersonal relations; Computer literacy (MS Office), Analytical thinking; Accuracy and attention to detail; Planning and organizing; Ability to work under pressure; Customer Service Oriented; Confidentiality. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
<u>DUTIES</u>	: Render Interpreting services in criminal court, civil court, quasi-judiciary proceedings and disciplinary hearings. Translate legal documents and exhibits. develop terminology and coin words. Assist with the reconstruction of court records. Render interpreting service during

consultations. Perform specific line and administrative support function to the Judiciary, Court Manager and Supervisor.

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

APPLICATIONS NOTE : Applications can be submitted via email at 2025/04/OCJ@judiciary.org.za
The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 02/74 : **PERSONAL ASSISTANT: ICT REF NO: 2025/05/OCJ**

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

CENTRE : National Office: Midrand

REQUIREMENTS : Matric certificate and a three (3) year National Diploma in Secretariat / Office Management / Administration / Public Management / Administration or equivalent qualification at (NQF level 6) with 360 credits as recognized by SAQA. A minimum of one (1) year experience in Secretariat. A valid driver's license. Skills and Competencies: Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-Management and motivation. Willingness to work outside normal working hours. Financial, Provisioning and Human Resource administration procedures and processes. Document tracking, storage and retrieval. Good telephone and office etiquette. Relevant Public Service and Departmental legislation / prescripts / policies and procedures. Procedure and processes applied in Office Management. Meeting procedures. Operating office equipment (e.g. Computer, photocopy, scanner, projector). Basic knowledge on financial administration. Batho Pele principles. Organizing and Communication skills. Report writing skill. Computer literacy (MS Word, EXCEL, PowerPoint, Outlook and Internet, etc.). Problem solving skills. Good interpersonal relations. Planning and organizing. Language skills. Numeracy and Literacy skills. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.

DUTIES : Manage the office of the Chief Director including diary coordination. Secretarial support and document management. Provide technical support to the Chief Director in his/her capacity and budget, and programme manager in the ICT unit. Provide secretarial support to the management structures. Supervise and coordinate shared secretariat support services provided to the senior managers within the unit. Coordinate the incoming and outgoing submissions within the ICT unit. Coordinate corporate support services activities within the unit, Coordinate the submission of weekly, monthly, and quarterly plans and reports for the ICT unit. Coordinate the PMDS, leave, and all compliance submissions within the ICT unit.

ENQUIRIES : Technical-related enquiries: Ms N Nengovhela Tel No: (010) 493 2500
HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS NOTE : Applications can be submitted via email at 2025/05/OCJ@judiciary.org.za
The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 02/75 : **SENIOR HUMAN RESOURCE OFFICER REF NO: 2025/06/OCJ**

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

CENTRE : North West Provincial Service Centre

REQUIREMENTS : Matric Certificate and a three (3) year National Diploma in Human Resource Management / Business Administration or equivalent qualification at (NQF level 6) as recognized by SAQA. A minimum of one (1) year experience in the relevant field. At least three (3) years generalist functional experience in Human Resource Management within Public Service will be an added advantage. A valid driver's license. Skills and Competencies: Computer literacy. Knowledge of relevant Human Resource Management Legislations / Directives. Knowledge and understanding of Public Service Act and Public Service Regulations. Knowledge of HR related standards, practices, processes and procedure. Extensive knowledge of PERSAL System. Good communication skills (Written and Verbal). Computer literacy. Good interpersonal and public relation skills. Good administration and organizational skills. Customer service skills. Time management and confidentiality. Supervisory and leadership skills. Ability to work under pressure. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.

DUTIES : Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management services e.g. Personal development, performance management and discipline, and ensure quality of work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing, Medical, Injury on duty, Terminations, Long Service recognition, Overtime, Relocation, Pensions, Allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, Verification of qualifications, secretariat functions at interviews, absorptions, probationary reports etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice the Department/ personnel on HR administration matters to enhance the correct implementation of HR Management practices. Approve transactions on PERSAL according to delegations. Prepare reports on Human Resource Administration issues and statistics.

<u>ENQUIRIES</u>	:	Technical and HR related enquiries: Mr O Sebatso Tel No: (018) 397 7065 / 7000
<u>APPLICATIONS</u>	:	Applications can be submitted via email at 2025/06/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 02/76</u>	:	<u>INTERNAL AUDITOR REF NO: 2025/07/OCJ</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric Certificate and a three (3) year National Diploma in Internal Audit or equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in the Internal Audit environment. Knowledge of Information Technology (IT) audits will be an added advantage. A driver's license. Skills and Competencies: Knowledge of the International Standards for the Professional Practice of Internal Auditing (ISPPIA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations. Public Service Act. International Financial Reporting Standards. Recognized Accounting Standards. Auditor General Processes and Procedures. Knowledge of DPSA ICT and Governance Framework. Computer literate. Good communication skills. Numerical skills. Ability to work under pressure. Flexible and Self-confidence. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
<u>DUTIES</u>	:	Participate in the development of strategic internal audit plan and annual internal audit plans. Assist with audit planning, perform execution of audit projects, prepare findings for audit fieldwork and perform follow up audits. Provide support to the organization in maintaining efficient and effective control by evaluating the department's controls / objectives. Keep abreast with new developments in the internal audit environment. Provide support with audit assignments to ensure an effective internal audit service. Render administrative tasks in support of the audits.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr T Mokgope Tel No: (010) 493 2507 HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Applications can be submitted via email at 2025/07/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 02/77</u>	:	<u>CHIEF SECURITY OFFICER REF NO: 2025/08/OCJ</u>
<u>SALARY</u>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division, The High Court: Pretoria
<u>REQUIREMENTS</u>	:	Matric Certificate and a three (3) year National Diploma in Security Management or equivalent qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of one (1) year experience in relevant field. Grade A certificate with PSIRA registration. A minimum of three (3) years' experience in security environment will be an added advantage. National Key Point certificate and SAPS firearm competency certificate will be an added advantage. A driver's license. Skills and Competencies: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations. Knowledge of the access control procedures. Knowledge of measure for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Computer literate. Good communication skills. Numerical skills. Organizing and supervisory skills. Time management. Problem solving and analysis skills. Planning skills. Listening skills. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
<u>DUTIES</u>	:	Monitor access control with designated buildings and implement physical security plan. Align and implement security policies and regulations. Ensure firearm regulation is implemented accordingly. Ensure no property of the court leaves the building without authorization. Report all incidents of thefts, damages and losses. Control the number of visitors entering the court premises in groups. Ensure that all bags of staff members leaving the building are scanned regularly. Request sweeping of the building by the bomb squad prior to VIPs entering the premises and before the court terms start January and July. Check all fire extinguishers monthly. Plan evacuation drill with team leaders quarterly. (Bi-annually) All mandatory appointments: OHS committee appointed committee quarterly meetings. Inspection register updated. Prevent risks in the court building by. Ensure a fully equipped First aid room is provided and all basic emergency medical assistance is available. Ensure that Security staff is trained on First Aid. Ensure that an emergency and evacuation plan is in place (Disaster) and all emergency team leaders are abreast and informed of the evacuation plan. Meet with Outsourced Security Officials every month to evaluate Security performance at the Court on daily basis as per the service level agreement. Ensure that the internal and Outsourced Security officers render an efficient and effective service to the court daily, Check monitors for functionality and quality picture. Complete occurrence book of private security when required. Report inconsistencies. Compile report to security and facility coordinator and safeguard video clips. Check monitors not later than 8:00 in the morning. Report irregularities immediately. Report on monthly irregularities. Ensure that the Outsourced Security officers provide efficient and effective service to the court daily. Meet with Outsourced Security Officials every month to evaluate Security performance at the Court daily. Ensure the functionality

of the Surveillance cameras, metal detectors, two-way radios, batons, handcuffs, torches. Report all incidents around the court premises to the relevant authorities immediately. Treating all clients, court users and colleagues equally and professionally, no valid complaints received. Co-ordinate the searching of the public and public servants entering and leaving the premises. Check monitors for functionality and quality picture. Complete occurrence book of private security when required. Report inconsistencies. Develop and implement the contingency and disaster recovery plan in terms of relevant legislation. Conduct security awareness. Ensure the safeguard custody and protection of officials. Departmental assets and information through the implementation and adherence to the MISS/MPSA. Liaise with National Intelligent Agency (NIA), South African Police Services (SAPS) and other security agencies. Manage private security service provider's contracts. Provide operational and administrative assistance regarding security activities, forums, training, vetting and risk. Supervise security staff. Report irregularities immediately. Report on monthly irregularities.

- ENQUIRIES** : Technical related enquiries: Ms PN Shandu Tel No: (012) 315 7602
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS NOTE** : Applications can be submitted via email at 2025/08/OCJ@judiciary.org.za
: The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 02/78** : **REGISTRY CLERK REF NO: 2025/09/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric certificate or equivalent qualification. A minimum of one (1) year of experience in the registry/records environment will be an added advantage. Skills and Competencies: Computer skills. Planning and organization. Good verbal and written communication skills. Operating office equipment. Courtesy. Ability to work independently and in team work. Interpersonal relations. Honesty and integrity. Flexibility. Team work. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
- DUTIES** : Provide registry counter services. Attend to client. Handle telephonic and other enquiries received. Receive and register hand delivered mails/files. Handle incoming and outgoing correspondence. Receive all mail and couriers. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Open and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Proper disposal of records. Efficient administration and management of resources. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot check on post to ensure no private post is included. Lock post in postbag for messenger to deliver to post office. Keep daily record of amount of letters franked. Direct incorrect post back to the Post office.
- ENQUIRIES** : Technical related enquiries: Ms M Molemong Tel No: (010) 493 2545
HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527
- APPLICATIONS NOTE** : Applications can be submitted via email at 2025/09/OCJ@judiciary.org.za
: The Organisation will give preference to candidates in line with the Employment Equity goals
- POST 02/79** : **ASSISTANT LIBRARIAN REF NO: 2025/10/OCJ**
- SALARY** : R183 279 – R215 892 per annum (Level 04) The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Supreme Court of Appeal, Bloemfontein
: Matric Certificate or equivalent qualification. Relevant experience will be an added advantage. Knowledge of library and information science matters, prescripts, legislation, procedures and processes and library services. Experience in a legal / law library will serve as an added advantage. A three (3) year National Diploma/Degree in Library Science, Information Science or equivalent qualification will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Customer service oriented. Administrative and organizational skills. Accuracy and attention to detail. Problem solving skills and ability to work under pressure. Flexible and reliable. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
- DUTIES** : Assist the Librarian to perform all aspects relating to the library's operations. Assist with classifying and cataloguing. Assist with tracking of library collections. Assist with annotations and updating of legislation. Circulation of legislation (Journals and Government Gazettes). Verify orders and file the library materials accordingly. Continuously review library collections for duplicate, obsolete or suspended materials. Keep and maintain library registers. Conduct annual stock taking. Perform any other library administrative duties.
- ENQUIRIES** : Technical related enquiries: Ms Z. Gxabuza Tel No: (051) 492 4588
HR Related enquiries: Ms D.S.J Peters Tel No: (051) 492 4573
- APPLICATIONS NOTE** : Applications can be submitted via email at 2025/10/OCJ@judiciary.org.za
: The Organisation will give preference to candidates in line with the Employment Equity.

<u>POST 02/80</u>	:	<u>USHER MESSENGER REF NO: 2025/11/OCJ</u>
<u>SALARY</u>	:	R155 148 - R182 757 per annum (Level 03) The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Labour And Labour Appeals Court: Johannesburg Abet (NQF level 2). Valid driver's license. A minimum of one (1) year relevant court exposure will be an added advantage. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
<u>DUTIES</u>	:	Rendering efficient and effective support to the court. Prepare court timeously and assuring that the court run smoothly. To assist in handling of documents and collection with GG Transport. Safe keeping of documents. Attending to enquiries related to Judges Transport. Assisting Judges by collecting and delivering of files and documents. Collection and delivery of post and documents as required. Distribution of post and documents accordingly.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms T Nzimande Tel No: (010) 494 9238 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be submitted via email at 2025/11/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity