

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
- : **Gauteng/Land Court Randburg/Pretoria:** 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
- : **North West/ Mmabatho:** 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.
- : **Free State High Court:** 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.
- : **Northern Cape: Kimberly:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the Northern Cape division of the High Court, Corner sol plaatjie Drive, Kimberly
- : **KwaZulu-Natal/ Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- : **Mpumalanga/ Middelburg/Mbombela:** 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.

CLOSING DATE

: 28 November 2025

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). 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. 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. 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 7considered. 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 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.

ERRATUM: kindly note that the post of Judge's Secretary with Ref No: 2025/270/OCJ advertised on Public Service Vacancy Circular 39 dated 24 October 2025, is 12 months nonrenewable contract.

OTHER POSTS

<u>POST 42/94</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2025/311/OCJ</u>
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11), all-inclusive remuneration package. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Grade 12, A relevant tertiary qualification at NQF level 6/7 (Accounting/ Auditing/ Internal Auditing). A postgraduate qualification or PIA/CIA or similar certification will serve as an added advantage, three (3) years supervisory experience at Assistant Director (ASD) internal audit. Institute of Internal Auditors South Africa (IIASA) membership. A valid driver's license. Competencies: Knowledge of internal audit, accounting principles and business process review. Knowledge of the Global Internal Audit Standards (GIAS) developed by the Institute of Internal Auditors. Application of Audit Technology. Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations, Effective communications skills. Good interpersonal skills. Effective Leadership capabilities. Business Acumen. Persuasion and Collaboration. Creativity and innovation. Advanced Computer skills. Communication (verbal & written) Skills. Financial management. Project Management Skills. Planning and Organising Skills. Analytical and Decision-Making Skills. Decision making skills. Strategic and analytical skills.
<u>DUTIES</u>	:	Develop strategic internal audit plans, methodologies, policies and procedures. Evaluate the department's controls, to determine their effective and efficiency through internal audit projects to ensure achievement of department's objectives. Collect, collate, review information and compile reports for the Director Internal Audit, Senior Management and Audit and Risk Management (ARC). Marketing of the IAS and keeping up to date with new developments in the internal audit environment. Manage the sub-directorate Internal Audit.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS NOTE</u>	:	Applications can be via email to: 2025/311/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/95</u>	:	<u>DEPUTY DIRECTOR: STRATEGY AND SERVICE DELIVERY PLANNING REF NO: 2025/312/OCJ</u>
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11), all-inclusive remuneration package. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand

<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Strategic Management/ Corporate Governance/ Social Sciences/ Development Studies/ Economic Science / Public Administration or relevant qualification at (NQF level 6), a minimum of three (3) years' junior management level/ ASD experience in Strategy and Service Delivery Planning environment and a valid Driver's License. Knowledge and Skills: Comprehensive knowledge and understanding of government legislations, and government prescripts including the Revised Framework for Strategic Plan and Annual Performance Plan, Public Finance Management Act (PFMA), Public Service Act, and Public Service Regulations, 2016. Sound understanding of strategic planning, strategy formulation. Proficient in project management, planning, organisation, research and analytical decision-making. Advanced computer literacy with strong communication, presentation, and report writing skills. Skilled in problem-solving, statistical analysis, and strategising. Demonstrates innovation, creativity, and adaptability with a high level of confidentiality, accountability, and attention to detail. A self-driven, assertive team player able to work independently, meet deadlines, and perform effectively under pressure.
<u>DUTIES</u>	:	Provide administrative and technical support in the development, coordination, and implementation of the OCJ Annual Performance Plan (APP), Consolidated Operational Plan, and Environmental Scan Report. Support the facilitation of stakeholder engagements, alignment with national planning frameworks, and preparation of presentations for management and oversight structures. Assist in coordinating Strategy and Service Delivery Planning (SDP) processes, including performance reporting, data analysis, and monitoring of institutional targets. Provide administrative and managerial support to the Sub-Directorate in areas of human resources, procurement, communication, and records management. Maintain filing systems, coordinate meetings, and perform secretariat duties for the Strategy and Service Delivery Planning Unit.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms P. Mahlangu Tel No: (010) 493 2501 HR Related Enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/312/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/96</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 2025/313/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Supreme Court of Appeal
<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Building Management/Safety Management/ Construction Management or equivalent qualification at (NQF level 6), a minimum of three (3) years' experience in Facilities and Auxiliary Services and a valid Driver's License. Knowledge and Skills: Occupational Health and Safety Act and other Building Regulations, general Built environment including mechanical, electrical Water Services Act, National Environmental Management Act 107 of 1998 (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act, (PFMA), Supply Chain Management framework, directives and procedures, Government Budget processes and procedures, report writing, project management and implementation. Analytical skills, communication skills (written and verbal), Computer literacy skills, Research and planning skills, Report writing skills, interpersonal relations, decision making skills, presentation skills, problem solving and analysis skills, planning and organizing skills, supervisory skills, people Management and Empowerment, meticulous, flexible, Self-driven, able to work under pressure, ability to multi-task, attention to detail, teamwork and self-motivated.
<u>DUTIES</u>	:	Ensure implementation of facilities and infrastructure projects at OCJ service centres: Conduct accommodation needs audit with service centres, consolidate User Assets Management Plan (UAMP) for OCJ, manage Office space planning and parking allocation, evaluate fire safety assessments reports and compile action plans to remedy gaps. Ensure day-to-day maintenance function for OCJ service centres: Develop maintenance plan for OCJ, coordinate and monitor maintenance services, monitor and report on the status and progress of maintenance and update Action Log, monitor and report on the cleaning and maintenance of gardening services. Execute operations related to facilities within OCJ: Ensure management of contracts within OCJ: Provide support in management of expenditure within sub-directorate,

implement and ensure compliance to facilities policies and Standard Operating Procedures (SOP), ensure procurement of goods and services for Head Office and Service centres, coordinate the facilities and auxiliary services for the OCJ, compile specifications and handle inspections in the cleaning field, Manage and control equipment and material register, coordinate outsourced services within the OCJ, facilitate and manage telecommunication services, ensure the provision of handyman services. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical related enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4695
APPLICATIONS : HR Related enquiries: Ms. N. de la Rey Tel No: (051) 492 4523
NOTE : Applications can be via email to: 2025/313/OCJ@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 42/97 : **LAW RESEARCHER REF NO: 2025/314/OCJ (X2 POSTS)**

SALARY : R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance.

CENTRE : National Office: Midrand
REQUIREMENTS : Minimum requirements: Matric; an LLB (or four-year recognised legal qualification); and at least three (3) years of dedicated legal research experience in a legal/judicial, regulatory, or policy environment. Candidates must demonstrate in-depth knowledge of the Judicial Service Commission Act, 1994 and the Code of Judicial Conduct, a sound understanding of the Constitution and related legislation, and advanced research and analytical capability. Strong report-writing and editing skills; excellent written and verbal communication; computer literacy (MS Office) and proficiency with legal research platforms (Sabinet, LexisNexis, Jutastat) are essential. Additional strengths include planning and organising, basic project management, the ability to integrate knowledge from diverse sources, problem-solving, accuracy and attention to detail, stakeholder-savvy interpersonal skills, and the capacity to work independently and under pressure. Demonstrated understanding of the functioning of commissions and tribunals is required; experience in a regulatory enforcement environment and admission as an attorney/advocate will be an advantage. A valid driver's licence and willingness to travel are required.

DUTIES : Provide support to legal research functions for the Judges and other Court officials: Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, Analyse and apply complex legal principles and provide summaries to the judges, Provide research support to judges in the preparation of hearings and trials, Carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, Provide analysis through studying all the relevant material, Study all the relevant material and provide a thorough analysis thereof. Prepare and compile legal opinions: Provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, Research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, Prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear, consistent and comprehensive judgments: Provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, Proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, Quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, Correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation: Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to

		the latest legal information, Keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms M Songca Tel No: (010) 493 2575 HR Related Enquiries: Ms. S. Tshidino, Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/314/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 42/98</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT REF NO: 2025/315/OCJ</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Building Management/Safety Management/ Construction Management or equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in Facilities management environment and a valid Driver's License. Knowledge and Skills: Knowledge of property evaluation methodology: Knowledge of lease agreement negotiations and BBBE procedure, knowledge of OHSAS 18001, knowledge of building maintenance, knowledge of project Management, Knowledge of Treasury and PFMA Regulations, Batho Pele Principles, computer Literacy, report writing skills, research skills, planning skills, excellent communication skills (written and verbal), interpersonal Relations, facilitation skills, ability to work independently, people orientated, professionalism, creative thinking, teamwork and time bound.
<u>DUTIES</u>	:	Provide administrative support within Facilities Management unit: Facilitate and coordinate the submission of monthly reports, collate and quality assure monthly and quarterly reports, attend to facilities services requests at National Office, co-ordinate logistical arrangements for meetings when required, ensure the safekeeping of all documentation in the office, provide support in drafting and distributing memos, or reports. Coordinate day to day maintenance services of the office buildings: Inspect the facility on a monthly basis, register and monitor reported facilities issues, monitor the status and progress of maintenance work, respond to inquiries in relation to facilities management, updated status on Action Log monthly, monitor the completion of maintenance tasks, keep accurate records of maintenance activities and expenses. Promote workplace efficiency by optimizing workstations, equipment, while ensuring a safe, comfortable, and productive work environment: Provide officials with safe office space and functional office furniture, provide comfortable office equipment to officials, conduct inspections on office equipment, identify needs for repairs and replacements. Monitor and administer the Auxiliary services: Provide support in drafting the policies and procedures for the provision of auxiliary services, conduct an inventory of all auxiliary services provided, conduct regular audits and performance reviews., provide feedback on status of repairs to the reporting client, ensure that telephony services and administration are up to date, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms M Modisakeng Tel No: (011) 493 2541 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/315/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/99</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SDIP REF NO: 2025/316/OCJ</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08), The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand

<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Public Administration or equivalent qualification at (NQF level 6), A minimum of two (2) years' experience/ supervisory level and a valid driver's license. Knowledge and Skills: Knowledge and understanding of Service Delivery Improvement Programmes, understanding and knowledge of Batho Pele Principles, knowledge and understanding of Strategic Planning, computer literacy, planning and analysis skills, problem solving skills, time management skills, presentation skills, communication and report writing skills, presentation skills, honesty, accountability, team player, attention to detail, Flexibility, creativity and self-motivated.
<u>DUTIES</u>	:	Provide administrative and technical support during the development and implementation of OCJ Annual Performance Plan and Operational Plan, provide support in the development of the OCJ Environmental Scan Report, provide administrative and technical support in the development of the Annual Performance Plan and Operational Plans, provide support in coordinating and the development of the OCJ Consolidated Operational Plan. Provide technical and administrative support in the implementation and monitoring of the OCJ Service Delivery Charter and Service Delivery Improvement Plan: Develop quarterly and annual SDC and SDIP reporting templates, review and analyse quarterly and annual reports from reporting courts, communicate with the courts for rectification of misaligned information, consolidate and formulate analysed data into report, submit consolidated and analysed reports for inputs, incorporate inputs and submit final draft report for approval. Provide support in implementation of Public Service Month in the OCJ according to the PDPA Directives: Consult with Communications Unit on Public Service Month (PSM) Awareness Information posters to be disseminated to the OCJ officials, conduct research on the contents of the PSM posters according to the PDPA directives, develop 5 PSM Posters. Provide administrative support during Batho Pele (BP) activities: Attend to Batho Pele Awareness Sessions and provide administrative support, provide the analysed Batho Pele Awareness Reports, participate in National Batho Pele Forum. Maintain records management, resources and correspondences of the Strategy and Service Delivery Planning Unit: Arrange a stationery for the unit, maintain filing of documents, archive of Strategy and Service Delivery Improvement documents and secretariat role in the meetings of the Strategy and Service Delivery Planning Unit or relevant meetings facilitated by the Unit.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms. K. Motiyane Tel No: (010) 493 2642 HR Related enquiries: Ms. N. de la Rey Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/316/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 42/100</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: MONITORING, EVALUATION & REPORTING REF NO: 2025/317/OCJ</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12, a National Diploma in Public Administration or equivalent qualification on NQF level 6, two (2) years' relevant experience in planning, monitoring, evaluation and reporting environment; and Valid driver's license and be able to travel. Skills and Competencies: Understand the relevant legislations and prescripts in relation to Monitoring, Evaluation and Reporting. job Knowledge, quality of work, initiative, team work, planning and execution, Innovation and proactive, time Management, flexibility, patience and be able to Communicate effectively.
<u>DUTIES</u>	:	Verification of statistical data on default judgements finalised within 12 court days, Opposed and Unopposed taxations of legal bills of costs (60 and 40 days) and Warrants of liberation (J1), to assist the department in avoiding AGSA findings, collection, consolidation and analysis of performance information from business in order to track their performance on an annual and quarterly basis, quarterly and annual performance information reporting, Provide overall administrative support to the M, E & R Unit, Annual Performance information reporting and submission of the OCJ Auditable Annual Report, to assist in the production of quarterly and annual performance information reports and compilation of memos for submission.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms. K. Motiyane Tel No: (010) 493 2642 HR Related enquiries: Ms. N. de la Rey Tel No: (051) 492 4523

<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/317/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/101</u>	:	<u>SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: 2025/318/OCJ</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12, National Diploma in Supply Chain Management/ Economics/ Finance/ Financial Management/ Procurement/ Logistic/ Public Administration or relevant qualification at (NQF level 6), A minimum of one (1) years' experience in Supply Chain Management environment. and a valid driver's license. Knowledge and Skills: Knowledge and understanding of administrative and procurement procedure, knowledge of the Public Financial Management Act, knowledge of supply chain management frameworks, policies and procedures, knowledge of budgeting and financial management, knowledge of procurement policies and relevant legislation prior to awarding contracts, knowledge of PPPFA regulations, Public Service Act 1994, Public Service Regulations 2016, National Treasury Regulations, good understanding of departmental prescripts and frameworks (e.g. departmental codes: COIDA and BBEE, Batho Pele Principles, computer literacy MS Office, MS Power Point, MS Word, MS Excel, strategic and conceptual orientation, planning, organising and problem-solving skills, Financial management and interpersonal skills, decision making and time management, communication skills, report writing skills, ability to work independently, people orientated, professionalism, creative thinking, teamwork, time bound, assertive and flexible.
<u>DUTIES</u>	:	Render bidding administration function to the Bidding Committee: Render secretariat service to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval), provide support in the compilation of bid documents and submit specification to the Bid Committee and finance department for budget purposes, prepare tender averts, receive and open bid documents, receive submissions of expressions of interest, arrange and coordinate tender briefing sessions and prepare attendance registers, Compile a database of approved suppliers, source quotations from database according to the threshold values determined by the National Treasury. Render procurement of goods and services function through effective and efficient demand management services: Source quotations from accredited suppliers through database, provide review on quotations, specifications and all documents supplied by the supplier in order to comply with the prescribed requirements, arrange and coordinate briefing sessions where necessary, provide support with the implementation of procurement policies in line with relevant prescripts and legislations, generate purchase orders, submissions for approval and submission of purchase orders to the relevant parties, provide support in the receipt of goods and services through the MIS and submission to Finance department. Provide support with the provision of an effective Contract Management service for OCJ, provide support with the processing of renewals, amendments and termination of contracts promptly, ensure the notification of end-users and service providers of contract expiry dates, Implement a document management system to safeguard/control contracts, provide support with evaluating the performance of contractors/service providers against stipulations in the contract or SLAs, Ensure proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Ensure the coordination of tender processes: Monitor tender portal, industry publication and networking with potential clients, conduct tender evaluation and develop a winning strategy, develop a comprehensive proposal that showcase the capabilities, experience, and value proposition, ensure that the bid is submitted within the specifies deadline and in the required format. Render administrative service: Conduct proper filling system for all the records, schedule and organise meetings, render secretarial services to the meetings within the unit, update and maintain the project dashboard for the unit, Facilitate the subsistence and travel claims for the unit, facilitate procurement of stationary and all other petty cash purchases and handle incoming and outgoing office correspondence.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr. M Ngonyama Tel No: (010) 493 2560 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/318/OCJ@judiciary.org.za

<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/102</u>	:	<u>INTERNAL AUDIT REF NO: 2025/319/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 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., National Diploma in Internal Audit/ 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. Competencies: Knowledge of the Global Internal Audit Standards (GIAS) developed by the Institute of Internal Auditors, 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.
<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 organisation 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 2500 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/319/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/103</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/320/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Land Court: Randburg
<u>REQUIREMENTS</u>	:	Grade 12, An LLB degree or a minimum of 20 modules completed towards an LLB, BA (Law), BCom Law degree, A minimum of two years secretarial experience or as an office assistant in legal environment, a valid drivers' licence, to pass typing test Knowledge and Skills: Knowledge of Court Online system, and. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Communication skills (verbal and written), Administration skills, Planning and Organisational skills, Exceptional Interpersonal skills, Customer service skills, Excellent Typing skills including Dictaphone typing, Time Management skills, Proficiency in Microsoft Office Programs, Research capabilities, Problem solving, Good Judgment and Decision-Making skills, Proficiency in English, Display maturity, Assertiveness and Confidence to interact at all Levels, Maintain Positive attitude, Good Interpersonal Relations with ability to Take charge, Able to work under pressure, Ability to multitask, Ability to take charge, Flexible, Patience and kindness, Professionalism, Maintain a positive attitude.
<u>DUTIES</u>	:	Provide general secretarial/administration duties to the DCJ. Typing (or Formatting) of draft memorandum decisions, opinions or judgments entries written by or assigned by the DCJ. Manage and type correspondence, draft directions, and judgments for the DCJ. Arrange and Diarise appointments, meetings and official visits and make travel and accommodation arrangements. Update files and chamber documents and provide such copies of documents as is necessary to the Registrar. Store, keep and file court records safely. Manage the DCJ's vehicle logbook. Compile data, statistical reports, and documents for the DCJ and Registry section as and when this is required. Manage expense reports, financial disclosure statements, and case management reports. Provide Secretarial support to the Judiciary: Diarize the appointments and meetings of the Judge, type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-

lines/Court-Online and the Library, ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge. Provide support functions to Civil, Criminal and review matters/courts and case allocations in chambers: Collect the files before the commencement of a criminal matter from the Registrar's office at the Criminal section, keep update the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders, ensure that the Heads of Arguments from various stakeholders are available to the Judge as per the filing that was done. Provide support functions to civil / criminal courts: Ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, administer the correct Oath ID or declaration in court, when required, ensure that in the Criminal Court exhibits are handled, controlled and noted professionally. Provide general administrative support to the Judiciary: ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, Ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, Ensure the submissions of Cell phone and 3G data claims for process purposes, ensure that all updates on the loose leafs in the Judges library are attended to (in dispute).

<u>ENQUIRIES</u>	:	Technical Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 HR Enquiries: Ms Mhlabi Tel No: (010) 493 6316
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/320/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/104</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 2025/321/OCJ</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12, a three-year National Diploma / Bachelor Degree in Social Science / Social Work / Psychology or Equivalent Qualification at NQF level 6 with (360 Credits) as recognised by SAQA and a minimum of 2 years' functional experience in Employee Health and Wellness field. Registration with SACSSP/ HPCSA / relevant statutory body. Valid driver's license. Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public service. Knowledge and thorough understanding of Batho Pele principles. Knowledge and understanding of the Employee Health and Wellness Strategic framework, HIV/AIDS Policies, Sick Leave management, PILIR Policy and Stress Management. Policies governing EHW Project Planning and Management. Analytical thinking skills. Problem solving skills. Decision making skills. Motivational skills. Project planning and management skills. Marketing skills. Facilitation and presentation skills. Computer skills. Report writing skills. Ability to Communicate (Verbal & written). Interpersonal relations. Self-Management. Creative thinking.
<u>DUTIES</u>	:	Coordinate and implement EHW Programmes within the OCJ. Coordinate psychosocial wellness through preventive and curative programs within the OCJ. Coordinate events related to Employee Assistance Programme (EAP) in line with the departmental strategic objectives. Conduct assessment, referrals, counselling and intervention support to staff and Conduct needs analysis for employee within the institution. Conduct training for Managers, Supervisors, and Staff on their role on Employee Wellness and overall marketing of the Wellness programme. Provide awareness and education on the health and wellness issues. Implement and coordinate Employee Health and Wellness

strategic frameworks (SOPs, policies et.). Implement standard operating procedures in line with the EHW programmes policies. Implement and ensure policies are in line with the new developments in the field of EHWP. Conduct awareness campaigns. Capture statistics, analyse data and compile report regarding the findings and recommendations. Provide logistical support in commemoration of HIV/AIDS, STI and TB events in accordance with the station strategic plan within OCJ. Coordinate screening for chronic diseases. Provide support in the implementation of diversity management programmes within OCJ. Coordinate, evaluate and implement Gender, Disability, Youth and Diversity Management Programmes within the organization. Facilitate and support the establishment of Women, Men and Disability forum within the organization. Promote the mainstreaming, development and empowerment of women, men, youth and people living with disability. Provide support in the implementation of OHS framework and related activities. Coordinate and implement occupational health and safety education and training to enable preparedness for hazards and risk. Coordinate Emergency Evacuation Drills and manage relations with external emergency stakeholders. Render employee health and wellness administrative services. Ensure client's files are updated and kept confidential.

ENQUIRIES : Technical enquiries: Ms K Maloba Tel No: (010) 493 8774
APPLICATIONS : HR Related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
NOTE : Applications can be via email to: 2025/321/OCJ@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 42/105 : **ADMINISTRATION CLERK: (DCRS) REF NO: 2025/322/OCJ**

SALARY : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Labour And Labour Appeals Court: Durban
REQUIREMENTS : Grade 12 certificate (NQF 4), No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA and a valid driver's license will be an added advantage. Knowledge and Skills: Knowledge of the digital recording process e.g. system tests, recording equipment is properly functional, fault reports, Knowledge of court proceedings, Knowledge of digital filing system, Knowledge of manual filing system Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). General Administration / Court related functions regarding court recordings. Good customer services.

DUTIES : Provide administrative support in pre-recording of court proceedings. Render proper recording of court proceedings. Perform playback events during or after the session. Perform collection of statistic. Attend to general administrative functions for court administration. Provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.

ENQUIRIES : Technical Enquiries: Mr S Cele Tel No: (031) 4926207
APPLICATIONS : HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
NOTE : Applications can be via email to: 2025/322/OCJ@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 42/106 : **ADMINISTRATION CLERK REF NO: 2025/323/OCJ**

SALARY : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of The High Court: Middelburg High Court
REQUIREMENTS : Grade 12, No experience is required. A three-year relevant qualification (NQF6) within records management will serve as an added advantage. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Knowledge and Skills: Communication skills (verbal and written). Problem solving skills. Administrative skills. Good public relation skills. Time Management skills. Monitoring and analytical skills. Computer literacy skills (Microsoft Teams). Planning and organizing skills. Report writing skills. Typing skills. Understanding of confidentiality in Government. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting

	statistics. Knowledge and understanding of the legislative framework governing Public Service.
<u>DUTIES</u>	: Render general clerical support services. Record, organize, store, capture and retrieve correspondences and data. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component. Capture and update expenditure in component.
<u>ENQUIRIES</u>	: Technical enquiries Ms DY Seswene Tel No: (013) 492 2213 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	: Applications can be via email to: 2025/323/OCJ@judiciary.org.za
<u>NOTE</u>	: OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/107</u>	: <u>TYPIST REF NO: 2025/324/OCJ</u>
<u>SALARY</u>	: R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Mpumalanga Division of The High Court: Mbombela High Court
<u>REQUIREMENTS</u>	: Grade 12. No experience required. A valid Driver's license will serve as an advantage. 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. Knowledge and Skills: Knowledge of the legal terminology, court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (Microsoft Office). typing skills (speed 35 words per minute) good communication skills (written and verbal). good interpersonal relations, planning and organization skills. good problem-solving skills. accuracy and attention to details. ability to work under pressure. good time keeping. Telephone etiquette.
<u>DUTIES</u>	: Type court orders, court documents and reports. Type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports. Type Rule 6(12) orders and make available in terms of the rule. Type judgments. Sort and distribute incoming and outgoing files. Make amendments on judgments as per judges' request/instruction. Compile term roll, week roll and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazetted terms. Type supplementary rolls. Compile and submit relevant orders and judgments to relevant stakeholders. Provide Advocates enrolment orders to the Department of Justice and Constitutional Development. Send all judgments provided to the typing unit, in the required format, to the elected person (for reporting purposes on Saflii).
<u>ENQUIRIES</u>	: Technical enquiries Ms DY Seswene Tel No: (013) 492 2213 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	: Applications can be via email to: 2025/324/OCJ@judiciary.org.za
<u>NOTE</u>	: OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/108</u>	: <u>FOOD SERVICE AID REF NO: 2025/325/OCJ</u>
<u>SALARY</u>	: R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Mpumalanga Division of The High Court: Mbombela
<u>REQUIREMENTS</u>	: (ABET) (NQF level 2). Matric certificate or equivalent qualifications will serve as an added advantage. Experience in a hospitality environment will serve as an added advantage. Knowledge and Skills: Knowledge of relevant legislation Good Interpersonal skills, Good Communication skills (verbal and written), Planning and organizing skills, Problem solving and analysis, Time management, Client Orientation and Customer focus, Decision making skills, Listening skills.
<u>DUTIES</u>	: Effective cleaning services. Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Remove garbage disposal. Render household duties. Prepare food, snacks and beverages (water, tea, coffee, milk, sugar and cold drinks). Set up

and convey crockery, cutlery and equipment to dining areas. Serve food, beverages and wash dishes. Control food supplies and report waste and losses. Perform client satisfaction surveys and plate waste duties in line with the SOP for food services. Ensure serviceability of equipment and report any defects or shortage. Set tables including decoration. Ensure only authorized personnel have access to the kitchen and consume meals. Apply safety measures in the work environment. Adhere to elementary control measures and standard operating procedures. Remove all kitchen waste. Wash the freezer to ensure clean packing of food. Pack supplies received in the food storage areas.

<u>ENQUIRIES</u>	:	Technical enquiries Ms E Smith Tel No: (013) 758 0000 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/325/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/109</u>	:	<u>SECURITY OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of The High Court: Mbombela Ref No: 2025/326/OCJ Mpumalanga Division of The High Court: Middleburg Ref No: 2025/327/OCJ
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 2). Relevant experience required. Grade 12 Certificate will be an added advantage/a driver's license will be an added advantage. Basic Security Officer's course registered with PSIRA. 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. Knowledge and Skills: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations. Knowledge of access control procedures. Knowledge of 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. Batho Pele Principles. Interpersonal skills. Client service skills. Listening skills. Problem solving skills. Decision making skills. Good communication skills. Computer skills. Facilitating skills.
<u>DUTIES</u>	:	Perform access control functions. Determine whether visitors have appointments/or the service that visitor requires. Contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point. Ensure that the admission control register is completed and issue admission control documents/ cards as required. Utilise walk-through metal detector for the effectiveness of access control. Ensure that unauthorised persons and dangerous object do not enter the building/premises. Report all the identified security breaches and non-compliance to the Supervisor. Ensure that equipment, document and store do not leave or enter the building or premises unauthorised. Ensure that the registers control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores as assets of the department leave the building /premises unauthorised. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and the prescripts. Operate control room security equipment's. Monitor all movements, events, and activities within the department's premises using CCTV equipment's. Ensure that security system is in good working condition. Report all incidents monitored, report to the supervisor. Monitor all access points for effective access control. Report all identified non-compliance to security policy and procedures to improve office security. Ensure safety in the building and premises. Undertake building/ and the primes patrols to identify and check. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management. Monitor and respond to alarm system. Ensure all incidents are recorded in the occurrence books/registers. Ensure that recorded information is correct. Update the information on the occurrence book/register as and when required. Liaise with supervisor to verify information recorded. perform any other duties assigned to you by the supervisor/ Court Manager.
<u>ENQUIRIES</u>	:	Technical enquiries Ms E Smith Tel No: (013) 758 0000 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000

<u>APPLICATIONS</u>	:	Applications can be via email to: Mpumalanga Division of The High Court: Mbombela Ref No: 2025/326/OCJ@judiciary.org.za Mpumalanga Division of The High Court: Middelburg, Ref No: 2025/327/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 42/110</u>	:	<u>HANDYMAN (X2 POSTS)</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of The High Court: Mbombela Ref No: 2025/328/OCJ Mpumalanga Division of The High Court: Middelburg Ref No: 2025/329/OCJ
<u>REQUIREMENTS</u>	:	ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, willing to do all other trades, be keen to learn and must be physical healthy. Knowledge and Skills: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	:	Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court
<u>ENQUIRIES</u>	:	Technical enquiries Ms DY Seswene Tel No: (013) 492 2213 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be via email to: Mpumalanga Division of The High Court: Mbombela Ref No: 2025/328/OCJ@judiciary.org.za Mpumalanga Division of The High Court: Middelburg Ref No: 2025/329/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/111</u>	:	<u>HANDYMAN REF NO: 2025/330/OCJ</u> (03 Year Fixed Term Contract)
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Northern Cape Division of The High Court: Kimberley
<u>REQUIREMENTS</u>	:	ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, must be willing to do all other trades, be keen to learn and must be physical healthy. A trade certificate in plumbing, electrical, bricklaying, carpentry or mechanical will serve as an added advantage. Knowledge and Skills: Knowledge of Occupational Health and safety act. Skills and

		Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	:	Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr F Wilkinson Tel No: (053) 492 3553 Hr Related Enquiries: Ms RP Netshivhale Tel No: (053) 493 3535
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/330/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/112</u>	:	<u>HANDYMAN REF NO: 2025/331/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	North West Division of The High Court: Mmabatho
<u>REQUIREMENTS</u>	:	ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, must be willing to do all other trades, be keen to learn and must be physical healthy. A trade certificate in plumbing, electrical, bricklaying, carpentry or mechanical will serve as an added advantage. Knowledge and Skills: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	:	Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen,

		restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms. L Makula Tel No: (018) 397 7000/ 7064 HR Related Enquiries: Ms. KE Zwane Tel No: (018) 397 7114/ 7064
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/331/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 42/113</u>	:	<u>HANDYMAN REF NO: 2025/332/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Pretoria
<u>REQUIREMENTS</u>	:	ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, must be willing to do all other trades, be keen to learn and must be physical healthy. A trade certificate in plumbing, electrical, bricklaying, carpentry or mechanical will serve as an added advantage. Knowledge and Skills: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	:	Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms. PN Shandu Tel No: (012) 315 7602 HR Related Enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/332/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.