

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 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

APPLICATIONS

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

Western Cape Provincial Service Centre: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.

Gauteng: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

Constitutional Court: Braamfontein: 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.

ERRATUM: Kindly note that applications for the positions of Registrar, Ref No: 2025/423/OCJ, Northern Cape Division of the High Court: Kimberly, and Registrar (12 months contract) Ref no: 2025/424/OCJ, Northern Cape Division of the High Court: Kimberly advertised on the Public Service Vacancy Circular 09 of 2026 on 13 March 2026 with closing date 27 March 2026 may be submitted on: Northern Cape Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300. Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley, closing date 07 April 2026.

CLOSING DATE

: 14 April 2026

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, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 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 possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All 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 of the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

- POST 11/105** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT, REF NO: 2025/436/OCJ**
- SALARY** : R896 436 - R1 055 958 per annum (Level 11), all-inclusive package. consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Constitutional Court: Braamfontein
 : Applicants should be in possession of a minimum of a three-years National Diploma in Security and Risk Management/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA., Minimum of 5 years' experience of which 3 years should be at ASD/Junior Management level in the relevant field. A valid driver's License, Grade A Private Security Industry Regulation Authority (PSIRA) certificate. 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. Skills and Competencies: Knowledge and skills: Security Policy and Procedures, Risk Management Policy, OHS Act, Knowledge of Vetting Policy, Knowledge of Security Management Processes, Public service regulations, 2016, Public Service Act, MISS, PFMA Act, Republic of South Africa Constitution. Financial management, Presentation skills, Project Management Skills, Planning and Organising Skills, Analytical and Decision-Making Skills, Problem Solving Skills, Decision making skills, Strategic and analytical skills, Report writing skills.
- DUTIES** : Manage and oversee the effective and efficient use and deployment of resources, manage event security for the Judiciary and the OCJ, manage effective close and static security services to the Judiciary, manage security assessments, investigations and recommend measures for the Judiciary and manage the Sub Directorate
- ENQUIRIES** : Technical Related Enquiries: Ms. Z Sondlo Tel No: (011) 359 7400
 : HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
- APPLICATIONS** : Applications can be sent via email at 2025/436/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goals.

POST 11/106 : **SENIOR PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION, REF NO: 2025/431/OCJ**

SALARY : R397 116 – R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand

Applicants should be in possession of a three (3) years National Diploma in Management Sciences/ Human Resource Management/ Public Administration/ Public Management or equivalent relevant qualification at NQF level 6 as recognised by SAQA. A minimum of 3 years' experience in Human Resource environment. A driver's license will serve as an added 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 and understanding of the Legislation/ Prescript and framework governing the Public Service i.e., Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act. Knowledge of HRM policies. Knowledge of HR related standards, practices, processes and procedure. Knowledge of Batho Pele Principles. Computer literacy, Analytical thinking, Problem solving skills, Decision making skills, Motivational skills, Time management, Presentation skills.

DUTIES : Implement recruitment and selection processes in the department. Align the adverts according to job specifications and placement of the advert in a correct format. Place adverts in various advertising platform (DPSA circular, Government page, and Newspapers). Coordinate the shortlisting and interview. Disseminate selection information to panel members. Communicate with line managers regarding selection activities in line with the legislative requirements. Implement and monitor compliance of selection processes within the department. Serve as a scribe during shortlisting and interviews process. Conduct personnel suitability checks and verification of qualifications for recommended candidates. Ensure proper recording of all received application forms. Arrange competency assessment for recommended candidates for SMS posts. Ensure compliance with OCJ Recruitment and Selection Policy and Public Service prescripts. Provide administrative support within the sub-directorate. Schedule and organise meetings. Provide secretariat support services to the meetings. Compile minutes and memos. Handle incoming and outgoing office correspondence. 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

ENQUIRIES : Technical Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771

: HR Related Enquiries: Mr K Mphela No: (010) 493 2527/2619

APPLICATIONS : Applications can be sent via email to 2025/431/OCJ@judiciary.org.za

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

POST 11/107 : **JUDGE'S SECRETARY REF NO: 2025/426/OCJ**

SALARY : R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

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

REQUIREMENTS : Applicants should be in possession of a grade twelve (12) certificate. an LLB Degree, Bachelor of Law or a minimum of 20 modules completed towards an LLB or BA Law will serve as an added advantage. A minimum of two (2) years' Secretarial experience. Experience in a Legal/ Court environment and a valid driver's license will also serve as an added 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: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care

DUTIES

service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

: Provide general legal secretarial/ legal administrative duties to the Judge. Typing (or formatting) of draft memorandums, directions, opinions, letters for or by the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarise appointments, meetings, official visits, make travel and accommodation arrangements for circuit meetings etc with the relevant administration unit at the Court. Store, keep and safeguard all case files and update the case files with postponements orders and/ or made by the Judge. Update files with documents received. Update exhibit and witness list in criminal matters. Perform digital recordings of Court proceedings on urgent Court cases after hours or on circuit Court and ensure the integrity of recordings. Accompany the Judge to Court and keep a record of times (start and end times daily, including adjournments. Compile court statistics daily and ensure accurate updates on the statistical tools. Management of the Judge's vehicle, logbook and servicing thereof. Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Manage the Judge's library and the updating of loose-leaf publications. Attend to and execute requests from the Judiciary in connection with cases and case-related matters.

ENQUIRIES

: Technical Related Enquiries: Ms N Chwethiso Tel No: (021) 480 2411
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032

APPLICATIONS

: Applications can be sent via email to 2025/426/OCJ@judiciary.org.za

NOTE

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

POST 11/108

: **JUDGE'S SECRETARY REF NO: 2025/432/OCJ**

SALARY

: R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE

: Constitutional Court: Braamfontein

REQUIREMENTS

: Applicants should be in possession of an LLB Degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law Degree. Results must accompany the application. A minimum of one (1) year secretarial experience or as an Office Assistant. A valid driver's licence will serve as an added 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: Communication skills (verbal and written), Administration skills, Planning and Organizational 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. Ability to Maintain Confidentiality, Display maturity. Assertiveness and Confidence to interact at all Levels. Maintain Positive attitude. Able to work under pressure. Ability to multi-task. Ability to take charge. Flexible. Patience and kindness, Professionalism and Maintain a positive attitude.

DUTIES

: Ensure attendance and screening of all incoming and outgoing calls. Ensure that appointments and meetings of the Judge are diarized. Ensure that the judgments are typed and correspondences are filed accordingly in the right sections. Ensure that signed Judgments and orders handed down in court or virtually are sent to the Typist and the Library (Judgments only). Ensure that all visitors are received, screened and their queries are attended to. Ensure that all incoming and outgoing documents are recorded and filed. Ensure that stationery for the Judge is ordered and collected. Ensure that before the commencement of a Criminal matter the file/s are collected from the Registrar's office at the Criminal section and be made available to the Judge. Ensure that the register of reviews is up to date and signed on receipt and return of the reviews to the review Clerk. Ensure that the register/template of the reserved judgment is updated and notifying the Statistics Officer as well as the office of the Judge President when judgment has been handed down. Ensure that the transcribed judgments 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 received filed and verified. Inform all parties involved via email and or telephonically of time and date when reserved judgements will be handed down. 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. Record the outcome of each matter. Before end of proceedings to verify that each matter on the roll has been called and is furnished with an outcome. Ensure that the correct Oath ID or declaration is administered in Court, when required. Ensure that in the Criminal Court exhibits are handled, controlled and noted professionally. Prepare an exhibit bundle during and after Court proceedings whereby exhibits are flagged and marked as per the Judges instructions. Ensure that the correct order is endorsed on the file, on Court Online and or on Case-lines after it is granted by Judge in Court. Ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior 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 Court roll/s is submitted to the Statistical Officer. Ensure that all updates on the loose leafs in the Judge's library are attended to (in dispute).

ENQUIRIES : Technical Related Enquiries: Ms. Z Sondlo Tel No: (011) 359 7400
 HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
APPLICATIONS : Applications can be sent via email at 2025/432/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with Employment Equity goals.

POST 11/109 : **SENIOR COURT INTERPRETER REF NO: 2025/427/OCJ (2 POSTS)**

SALARY : R325 101 - R382 959.per annum (Level 07) The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Division Of The High Court: Cape Town
REQUIREMENTS : Applicants should be in possession of a National Diploma in Interpreting or equivalent qualification in the field of languages at NQF level 6 with 360 credits as recognized by SAQA. A minimum of one (01) year practical experience in Interpreting environment or Grade 12 certificate with at least ten (10) years' practical experience in Interpreting environment. Proficiency in English and Afrikaans, proficiency in any other indigenous language will serve as an added advantage i.e. Xhosa, Sotho, Tswana or Zulu. A valid driver's license will serve as an added 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 relevant Acts and Regulations. Knowledge of culture. Knowledge of subject area. Know how to translate and be able to keep time frame. Computer literacy (MS Office). Effective communication skills (written and verbal). Time Management. Good interpersonal relations. Planning and organizing skills. Decision-making skills. Analytical thinking. Excellent English language skills. Problem solving. Flexible, Self-driven and Motivated. Ability to work under pressure. Accuracy and attention to detail.

DUTIES : Render interpreting services. Interpret in Criminal proceedings, Civil proceedings, Older Persons Act matters, Family Protection from Harassment Act matters, Labour Court matters, Maintenance Act matters, Child Justice matters, Inquests and Equality Court matters. Interpret in pre-trial proceedings and consultations. Liaise with Supervisor for foreign language interpreters. Interpret from source target language during court proceedings for pre-trials consultations. Interpret non-verbal gestures, dramatization and confessions. Engage with the Judiciary to confer on the readiness and/or performance in Court. Render interpreting for pro bono desk. Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language. Convey the correct language in accordance with the language usage of the speaker. Control the speaker and ensure that the citations are interpreted correctly. Translate legal documents and exhibits.

Study and analyse the source documents. Conduct the necessary research and consult with the relevant parties. Ensure accurate cite translation of documents. Check, edit and revise the translated documents. Translate mechanically recorded audio material. Develop terminology and provide support in the reconstruction of records. Accumulate terminology and develop a database. Populate the terms and respective meaning in the glossary register. Gather all trial documents necessary to aid interpretation. Coin words and Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES : Technical Related Enquiries: Ms N Chwethiso Tel No: (021) 480 2411
 : HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
APPLICATIONS : Applications can be sent via email to 2025/427/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with Employment Equity goals.

POST 11/110 : **REGISTRY CLERK REF NO: 2025/433/OCJ**

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

CENTRE : Constitutional Court: Braamfontein
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate. A valid Driver's license. Knowledge and understanding of record management and archive policies 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 Electronic Communication Act, Public Finance Management Act (PFMA), National Archived and Records Management (NARS), Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA). Communication skills, Report writing skills, organizing skills, Excellent customer skills, Interpersonal skills, High level of confidentiality, work well in a team, pay attention to details, Take initiative, Reliability

DUTIES : Maintain the registry and ensure the safekeeping of all documentation/records in the Private Office in line with the relevant legislation and policies. Render clerical, secretarial duties and stocktaking in the component. Assist in protocol and travel arrangements and transport and logistics duties in the Private Office. Provide auxiliary services in the Private Office, including driving, handling, correspondence and ad-hoc duties. Provide financial and human resource administration support services.

ENQUIRIES : Technical Related Enquiries: Ms. C Martin Tel No: (011) 359 7400
 : HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400

APPLICATIONS : Applications can be sent via email to 2025/433/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 11/111 : **REGISTRAR'S CLERK, REF NO: 2025/434/OCJ**

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

CENTRE : Gauteng Division Of High Court: Johannesburg
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate. A three (3) years' relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA and a minimum of one (1) year administration experience preferably in a court environment will serve as an added 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 working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives, Batho Pele Principles, Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills, ability to work under pressure, self-motivated,

- accuracy, ability to work independently, attention to detail, teamwork and Flexible.
- DUTIES** : Answering of telephone calls and resolution of Court Online and/or Case lines queries. Attending to walk-in clients and assisting with resolution of Court Online and/or Case lines queries. Registration of Court Online and/or Case lines Users, Initiating and/or Starting cases, logging of technical issues which could not be resolved to secondary support, providing information on the usage of the systems. Assisting officials with resolution of Court Online and/or Case lines. Assisting officials with the logging of calls to secondary support Carrying out of Registrar's instructions in the running of the office Capturing and submission of statistics related to Court Online and Case lines. Enrolment of Civil Matters on Court Rolls. Issuing of/civil processes and Applications.
- ENQUIRIES** : Technical Related Enquiries: Ms R Bramdaw Tel No: (010) 494 8486
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email to 2025/434/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 11/112** : **ADMINISTRATION CLERK (LEGAL) REF NO: 2025/435/OCJ**
- SALARY** : R228 321 - R268 950.per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Provincial Service Centre: Johannesburg
- REQUIREMENTS** : Applicants should be in possession of a Grade 12 certificate. LLB Degree, one (1) year experience and a valid driver's license will be an added 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 public services legislation, prescripts and regulations. Library and information science matter. Procedures and processes. Knowledge of law subjects and legal phrases. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration. 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 and Typing skills
- DUTIES** : Provide administrative functions to the regional court President/ Chief Magistrate. Compile court performance statistics monthly/quarterly/annually or as required by Regional court president/ Chief Magistrate. Verify and validate statistics. Provide support with the production of the court performance reports. Provide support to case flow management. Forward case flow challenges report to relevant stakeholders as it is reported and the monthly incidents to each relevant stakeholder. Provide support with logistics for case flow management meetings (minute taking, compilation of meeting packs, distribution of agendas and minutes). Provide support with the gathering of statistics from all courts. Provide support in the regional court registrar. Provide support to Assistant Registrars in civil issuing offices with issuing, capturing etc. Provide support in Regional Court Registrar as requested with reports and inspections. Provide support with the production of the court performance reports.
- ENQUIRIES** : Technical Related Enquiries: Ms D Makgaka Tel No: (010) 494 8459
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email to 2025/435/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.