

<b>POST</b>	<b>:</b>	<b>DIRECTOR: CASE MANAGEMENT (LOWER COURTS)</b> <b>REF NO: 2025/18/OCJ</b>
<b>SALARY</b>		R1 216 824- – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<b>CENTRE</b>	<b>:</b>	<b>National Office: Midrand</b>
<b>REQUIREMENTS</b>	<b>:</b>	Applicants must be in possession of a three-year Bachelor's Degree or Advanced Diploma (NQF Level 7) in Management, Social Sciences, Public Administration, Public Management or an equivalent qualification at NQF level 7 as recognized by SAQA. An LLB Degree qualification will be an added advantage. A minimum of five (5) years' experience at middle/senior management level. A valid driver's license. Relevant work experience in the field of law, court administration or operations management environment will be an added advantage. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Technical Knowledge Competencies: Public Service Act, 1994; Public Service Regulations, 2016; Basic Conditions of Employment Act, 1997; Labour Relations Act, 1995; Treasury Regulations, 2022; Public Financial Management Act, 1999; Departmental Financial Instructions; Approved departmental delegation and a good understanding of departmental prescripts, policies and frameworks (e.g. departmental codes). Behavioural Competencies: Strategic Capabilities and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication Skills (written and verbal); People Management and Empowerment; Client Orientation and Customer Focus; Honesty and Integrity. All shortlisted candidates shall undertake pre-entry assessments.
<b>DUTIES</b>	<b>:</b>	Manage administrative support to courts in the Division of the High Court and Specialized Court (Land Claims and Labour and Labour Appeals Court); Manage the provisioning of library and research; Manage case and courts records; Manage quality assurance and auxiliary services; Manage, monitor and evaluate the functioning of courts in the division of the High Court and Specialized Courts (Land Claims and Labour and Labour Appeals Court) and Manage the utilization of resources. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation. Implement Annual Performance

Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.

**ENQUIRIES** : Technical enquiries: ADV W Lambley Tel No: (010) 493 2561  
HR enquiries: Mr SW Mekoa Tel No: (010) 494 2500

**APPLICATIONS** : Applications can be via email to: 2025/13/OCJ@judiciary.org.za

**NOTE** OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Nyukela Certificate will be required prior to appointment.

**POST** **DEPUTY DIRECTOR: INFORMATION SECURITY REF NO: 2025/19/OCJ**

**SALARY** : R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.

**CENTRE** : **National Office: Midrand**

**REQUIREMENTS** : Matric certificate and a three-year National Diploma in Computer Engineering, Information Technology or equivalent qualification at NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of seven (7) years' ICT Infrastructure Support Management environment, with five (4) years' experience in ICT Security Operations specifically Firewall and Identity Management. Valid Firewall or Cybersecurity Technical certificate is mandatory. Valid MCSA: Windows 2012 or 2016 certificate, Valid CISM certificate or equivalent will be an added advantage. A valid driver's license. Skills and Competencies: Experience with Windows Server 2012 & 2016 environment. Experience with Microsoft Exchange 2013 and 2016 environment. Experience with DNS, DHCP, SQL, and WSUS. Experience with anti-virus and malware protection solutions. Experience with firewall management specifically Fortinet firewalls. Experience in network and systems administration. A strong focus on service delivery with a desire to innovate, improve process, support others and share ideas. Excellent interpersonal relations. Effective communications skills (written and verbal). Attention to details imperative. Excellent Problem-Solving skills. Ability to multi-task is essential. Time management and ability to work under pressure. Ability to adapt to change.