

DUTIES	<p>an integrity (Ethical Conduct),</p> <p>: Ensure maintenance of the Leased Asset Register and ensure compliance to PFMA, Treasury Regulations, Modified Cash Accounting Standards, and other prescripts. Assist with the design and implementation of leased assets policies and procedures. Address management assertions (completeness, existence, rights, valuations, presentation and disclosure). Ensure capitalization, derecognition, and all other accounting for leases assets and disposed assets is in compliance with the Modified Cash Accounting Standards. Ensure that expenditure for leased assets has been correctly, classified. Assist with the development of strategies to coordinate physical verification, activities in order to provide status information around the existence and condition of all leased assets. Monitor and evaluate compliance of policies and processes. Facilitate the management of verification process on leased assets. Control, monitor and evaluate the, asset register to be up-to date. Facilitate the disposal of assets across the Department in line with policy directives. Assist in resolving audit queries and ensure completeness and accuracy. Guide and assist Courts with leased assets & disposal related enquiries. Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff. Assist the Director: Asset Management to carry out delegated functions.</p>
ENQUIRIES	<p>: Technical enquiries, Mr P Mahumane Tel No: (010) 493 2646 HR related enquiries, Ms S Tshidino Tel No: (010) 493 8771 Applications can be via email to: 2025/19/OCJ@judiciary.org.za</p>
NOTE	<p>: Organisation will give preference to candidates in line with the Employment Equity goals</p>
POST	<p>: LAW RESEARCHER REF NO: 2025/25/OCJ (X2 POSTS)</p>
SALARY	<p>: R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.</p>
CENTRE	<p>: KZN Division of The High Court: Durban Ref No: 2025/25/OCJ Labour and Labour Appeals Court JHB Ref No: 2025/28/OCJ</p>
REQUIREMENTS	<p>Matric Certificate and an LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant</p>

legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. 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.

DUTIES	:	Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Assist court personnel with research related queries as assigned.
ENQUIRIES	:	Durban Technical Enquiries: Mrs K Marais Tel No: (031) 492 5562 Durban HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1721 Johannesburg HR Enquiries: Ms T Mbalekwa Tel No: (011) 494 8515
APPLICATIONS	:	Durban Applications can be via email to: 2025/20/OCJ@judiciary.org.za Johannesburg Applications can be via email to: 2025/28/OCJ@judiciary.org.za
POST	:	OFFICE MANAGER, (OFFICE OF THE JUDGE PRESIDENT) REF NO: 2025/26/OCJ
SALARY	:	R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Gauteng Division of The High Court: Johannesburg
REQUIREMENTS	:	A three-year National Diploma/ Bachelor's Degree in Office Management or relevant equivalent qualification. 3-5 years' relevant experience in an Office Administration environment. A valid driver's license. Skills &