

<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 12/95</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 2025/52/OCJ</u>
<u>SALARY</u>	:	R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric Certificate and a three (3) year National Diploma/Degree in HRM/or equivalent qualification at NQF level 6 as recognised by SAQA will be an added advantage. A valid Drivers licence will be an added advantage, A Minimum of one (1) year functional experience in Human Resource Management will be an added advantage. Knowledge of Persal system, Knowledge of Public Service Act, Knowledge of Public Service Regulations 2016, Knowledge of Treasury Regulation, Knowledge of Performance management and Development processes, Knowledge of Employment Equity Act and other legislation prescript. Communication skills (verbal and written), Administration skills, Planning and organizing skills, Exceptional Interpersonal skills, Computer skills, Report writing skills, Negotiation skills, Problem solving and analysis skills, Conflict resolution skills, Decision making skills.
<u>DUTIES</u>	:	Ensure effective leave administration, Render administrative support service. Provide support to HR records management, Analyse and maintain the effective adherence of policies and prescripts.
<u>ENQUIRIES</u>	:	Technical /HR related enquiries: Ms D Kupa Tel No: (010) 493 2528
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/52/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 12/96</u>	:	<u>REGISTRAR'S CLERK REF NO: 202/40/OCJ</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour and Labour Appeals Court: Johannesburg
<u>REQUIREMENTS</u>	:	Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added 24 advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office) Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated. 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. All shortlisted candidates shall undertake a pre- 35 entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing, Administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties
<u>ENQUIRIES</u>	:	Technical/HR enquiries: Ms Thami Mbalekwa Tel No: (011) 494 8515
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/66/OCJ@judiciary.org.za Gauteng Division of the High Court: Pretoria and Labour and Labour Appeals Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals. 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;