

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.
- Free State/Bloemfontein:** 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
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town
- Kimberley:** 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 Plaatje Drive, Room B107, Kimberley
- Land Court/Pretoria/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
- Pietermaritzburg:** Quoting the relevant reference number, direct your application to: Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban, 4000.
- Eastern Cape/ Gqeberha/Mthatha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London

CLOSING DATE
NOTE

- : 23 May 2025
- : 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. 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 40 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 certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be 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 shortlisted candidates for Senior Management Service (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 committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry

course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. 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

MANAGEMENT ECHELON

<u>POST 15/172</u>	:	<u>SECRETARY GENERAL (DIRECTOR GENERAL) OF THE OFFICE OF THE CHIEF JUSTICE:</u> <u>SG: OCJ REF NO: 2025/61/OCJ</u> (5 Year renewable fixed-term contract) Re-advertisement
<u>SALARY</u>	:	R2 259 984 - R2 545 854 per annum (Level 16), all-inclusive salary package and 10% non-pensionable HoD Allowance. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Midrand Applicants must be in possession of an appropriate undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA. A minimum of 10 years of relevant experience at the Senior Management Attributes: Demonstrated leadership in the development of policies and high-level policy implementation skills. Insight into the South African Judiciary and applicable legislation. Deep knowledge of relevant Government legislation, policies and priorities. Be conversant with the structure and operations of the Public Sector. Good interpersonal, problem-solving, teamwork and networking skills. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Knowledge and Experience: Knowledge of the Constitution, Superior Courts Act, 2013, Public Service Act, 1994, Public Administration Management Act, 2014, Public Finance Management Act, 1999, and related legislation as well as the National Development Plan. Experience in executive management and strong leadership and strategic management capabilities. Experience in monitoring and evaluation of government policies as well as a thorough understanding of Government's policy development and administrative processes. Have strong organizational abilities, good writing skills, good interpersonal skills, and be computer literate.
<u>DUTIES</u>	:	Serve as the Accounting Officer of the National Government Department: Office of the Chief Justice (OCJ) in ensuring that the resources allocated to the Department are optimally deployed and utilised to achieve the strategic objectives of the Department in supporting the Judiciary. Coordinate and organise the resources of the OCJ to implement the National Development Plan (NDP) and Medium-Term Strategic Framework (MTSF) and priorities pertaining to the OCJ. Provide strategic direction to and management of the Department through coordinating the implementation of the strategic vision and direction, leading the formulation, development of support and enabling tools to ensure execution, monitoring and evaluation and reporting of the OCJ strategy and plans internally and to all applicable oversight bodies. Strengthen the OCJ's governance, compliance and organizational capacity to deliver on its mandate. Provide strategic advisory and support services to the Chief Justice as the Head of the Judiciary and Head of the Constitutional Court. Direct the development and maintenance systems for the administration of the Superior Courts with a view to improve access to justice and the efficiency of such systems. Establish relevant organisational structures and systems. Direct the provisioning of secretariat and advisory support to the Chief Justice on inter-judicial relations and government matters.
<u>ENQUIRIES NOTE</u>	:	Ms Puni Mpe Tel No: (010) 493 -2597/2524 Applications can be via email to: SGrecruitment@judiciary.org.za by quoting the the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
<u>POST 15/173</u>	:	<u>CHIEF DIRECTOR: INTERNAL AUDIT AND RISK MANAGEMENT REF NO: 2025/63/OCJ</u>
<u>SALARY</u>	:	R1 436 022 - R1 716 933 per annum (Level 14), (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.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Grade 12, Degree in Internal Audit/ Finance/ Accounting/ Risk Management equivalent relevant qualification at (NQF level 7), Must have minimum of five (5) years' proven experience at senior management level in internal audit environment. A driver's license. Knowledge: Knowledge of Global Internal Audit Standards by the Institute Internal Auditors, Knowledge and understanding

of the Public Finance Management Act of 1999, Treasury Regulation, Public Sector Risk Management Framework, King Report on Corporate Governance, Knowledge of Auditing and Accounting principles and practices. Skills: Advanced Computer skills, communication (verbal & written) Skills, Financial management, Project Management Skills, Strategic Planning and Organising Skills, Analytical and Decision-Making Skills. Personal attributes: People Management and Empowerment, Strategic Capability and leadership, Problem Solving and Analysis, Able to work under pressure, Assertive, Meticulous, Emotional intelligent. 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

<u>DUTIES</u>	:	Manage governance, compliance, performance audits and Information Technology audits. Oversee the risk management, anti-corruption and integrity services. Monitor the facilitation of forensic audits and investigations, Oversee the provision of technical advisory and secretariat support services to Audit and Risk Committees, Manage and control the Chief Directorate
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms LP Mpe Tel No: (010) 493 2500 HR related enquiries: Mr SW Mekoa Tel No: (010) 493 2500
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/57/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 15/174 : **DIRECTOR: COURT OPERATIONS REF NO: 2025/64/OCJ**

SALARY : 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.

CENTRE REQUIREMENTS : Western Cape
Grade 12 certificate and a three-year Bachelor's Degree in Management or Advanced Diploma in Management, Social Sciences, Public Administration, Public Management, or an relevant equivalent qualification at NQF level 7. As recognized by SAQA. An LLB Degree qualification will be an added advantage. A minimum of 5 years' experience at middle/ senior management level, of which at least three years must have been in the field of la or Court management/ Administration. A valid driver's license. Successful completion of the Nyukela Public Service Pre-entry Programme as endorsed by the National School of Government (NSG), prior to the appointment. Knowledge: Knowledge of prescripts and Frameworks of the Public Service, Knowledge of Basic Conditions of Employment Act 1997, Treasury Regulations, Service Delivery Innovation (SDI), Knowledge of relevant legislation, Knowledge of office district administration, Knowledge of the Public Financial Management Act (PFMA), Batho Pele Principles, Knowledge of financial, assets and supply chain management , Understanding the facilities and security management, Knowledge of court administration or case flow management. Skills: Problem solving and analysis, Customer focus and responsiveness, Project management skills, Leadership skills, interviewing skills, Analytical skills, Report writing skills, Presentation skills, Planning and organizing skills, Computer literacy, (MS Office). Personal attributes: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honest and Integrity, Communication. 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 : Manage administrative support to courts in the Division of the High Court and Specialised Court (Laour and Labour Appeals Court), Manage the provisioning of library and research services, Manage Court facilities and security services and monitor risk for the High Court, 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 Specialised Court, Manage the utilisaton of resources and Manage the Directorate.

ENQUIRIES : Technical enquiries: ADV W Lambley Tel No: (010) 493 2562
HR Related Enquiries: Ms. M Baker Tel No: (021) 469 4038

APPLICATIONS NOTE : Applications can be sent via email at 2025/58/OCJ@judiciary.org.za
The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 15/175 : **DIRECTOR: SUPREME COURT OF APPEAL REF NO: 2025/ 65/OCJ**

SALARY : 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.

CENTRE REQUIREMENTS : Supreme Court of Appeal: Bloemfontein
Grade 12, An undergraduate qualification at (NQF Level 7) in Public Administration or Management or relevant equivalent qualification, 5 years' middle / senior managerial level experience in a relevant field. A valid driver's license. Relevant work experience in the field of court administration or an operations management environment will be an added advantage. The successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Knowledge: Knowledge of prescripts and Frameworks of the Public Service, Knowledge of Basic Conditions of Employment Act 1997, Treasury Regulations, Service Delivery Innovation (SDI), Knowledge of relevant legislation, Knowledge of office district

administration, Knowledge of the Public Financial Management Act (PFMA), Batho Pele Principles, Knowledge of financial, assets and supply chain management, Understanding the facilities and security management, Knowledge of court administration or court and case flow management. Skills: Problem solving and analysis, Customer focus and responsiveness, Project management skills, Leadership skills, interviewing skills, Analytical skills, Report writing skills, Presentation skills, Planning and organizing skills, Computer literacy, (MS Office). Personal Attributes: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honest and Integrity, Communication. 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** : Manage administrative support to the Supreme Court of Appeal, Manage the provisioning of library and research ices, manage case and Court records. Manage quality assurance and auxiliary services. Manage, Monitor and evaluate the functioning of the Supreme Court of Appeal. Manage and ensure the effective utilization of human, financial and Physical resources in line with applicable legislation. Implement Annual Performance Plans and Operational Plans. Manage risk and security management services. Oversee audit processes of the Supreme Court of Appeal.
- ENQUIRIES** : Technical enquiries: ADV W Lambley Tel No: (010) 493 2562
HR enquiries: Ms N de la Rey Tel No: (051) 492 4523
- APPLICATIONS** : Applications can be sent via email at 2025/59/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

OTHER POSTS

- POST 15/176** : **CHIEF REGISTRAR REF NO: 2025/66/OCJ**
Re-advertisement, candidates who previously applied need not re-apply.
- SALARY** : R586 956 – R1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with the Occupational Specific Dispensation Determination. Shortlisted candidates will be required to submit a Service Certificate for determination of their experience. (The successful candidate will be required to sign a performance agreement)
- CENTRE** : Gauteng Division of the High Court: Johannesburg
- REQUIREMENTS** : Grade 12 and LLB degree or equivalent qualification, 8 years' appropriate post qualification legal experience, Leadership and Managerial experience; A valid driver's license, Computer literacy. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Behavioural Competencies: Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure. Skills and Competencies: Written Communication; Verbal and Non-verbal communication, Numerical Skills, Technical Expertise, Information technology; Attention to detail, Planning, Organizing and Control; Problem Solving and decision-making skills, Customer services, Interpersonal skills, Conflict Management, Work ethic and motivation; Professional appearance and conduct Self-management. 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** : Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input or amendments of Court rules and Practice Directives to improve efficiency at the High Court, implement directives issued by the Judge President, manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case flow management framework at the High Court, Compile training manuals and provide training to Registrar and support staff. Stakeholder Management, Human Resources Management; Court and Case Flow Management/Quasi-Judicial Function, Manage service level agreement framework and managing strategic Court efficiency projects and best practices, Information and Case/Court documentation management system, Safeguard case records in accordance with prescripts, Achieve excellence in delivering the planned customer service outcomes for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction, Manage PMDS of staff.
- ENQUIRIES** : Technical Enquiries: Ms R Bramdaw Tel No: (010) 494 8584
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email at 2025/60/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/177** : **LAW RESEARCHER REF NO: 2025/ 67/OCJ**
- SALARY** : R468 459 - R551 823. per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Northern Cape Division of the High Court: Kimberley

<u>REQUIREMENTS</u>	:	Matric Certificate and an LLB degree or four year recognized legal qualification at NQF level 8; A minimum of two (2) years relevant post qualification legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases A valid driver's license; Completed articles 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 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.
<u>DUTIES</u>	:	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 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.
<u>ENQUIRIES</u>	:	HR related enquiries: Ms L Wymers Tel No: (053) 492 3533 Applications can be sent via email at 2025/61/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/178</u>	:	<u>LAW RESEARCHER (X2 POSTS)</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>	:	Supreme Court of Appeal: Bloemfontein Ref No: 2025/68/OCJ Free State Division of the High Court: Bloemfontein Ref No: 2025/69/OCJ
<u>REQUIREMENTS</u>	:	Grade 12. 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 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 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.
<u>DUTIES</u>	:	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 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.
<u>ENQUIRIES</u>	:	HR related enquiries: Ms L Wymers Tel No: (053) 492 3533 Applications can be sent via email at 2025/62/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/179</u>	:	<u>LAW RESEARCHER REF NO: 2025/70/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>	:	Land Court: Randburg,
<u>REQUIREMENTS</u>	:	Grade 12, LLB Degree at (NQF 08), valid driver's license, a minimum of two (02) years' legal experience and a minimum of three (03) years legal research experience. Superior or litigation experience will be an added advantage. Skills and Competencies: Basic Conditions of Employment Act and related labour laws & Departmental policies, Knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, Sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles.

Communication skills (verbal and written), Problem solving and decision-making skills. Excellent research and analytical skills, Report writing and editing skills, Problem solving skills, Financial management skills, Strategic skills, Analytical skills, Presentation skills, Planning and organizing skills, Computer literacy, (Word, PowerPoint & Excel,). 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** :
- Conduct legal research on various legal issues. Statutes, rules, regulations and case law. Analyse and supply complex legal principles and provide summaries and briefs to the judges. Provide research support to judges in the preparation for hearing 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. Prepare and draft speeches, conference or article. Provide support to judge with analysing legal arguments submitted by litigates. Evaluate the merits of each argument. Research both supporting and opposing case law (precedent) and providing recommendations to the Judges. Summarize legal issues, arguments and relevant case law in the form of legal memos. Prepare a comprehensive memorandum on the outcome of research. Provide support to judges in reviewing and proofreading draft judgments to ensure clarity and accuracy. Proofread all judgments, articles, speeches and conference papers with respect to spelling grammar. Maintain knowledge of recent legal developments, new legislation and relevant case law. Monitor legal journals to ensure that judges have access to the latest legal information. Keep up-to-date with recent development in relevant areas of law, such as legislative changes, new precedents and emerging legal trends.
- ENQUIRIES** :
- APPLICATIONS** :
- NOTE** :
- Technical/HR related enquires: Ms T Mbalekwa Tel No: (010) 494 8515
 - Applications can be sent via email at 2025/63/OCJ@judiciary.org.za
 - The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 15/180 : **ASSISTANT DIRECTOR: COURT INTERPRETING REF NO: 2025/71/OCJ**
Re-advertisement, candidates who previously applied are encouraged to re-apply.

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

CENTRE : Provincial Service Centre: Gauteng

REQUIREMENTS :

- Matric and Diploma (NQF level 6) as recognized by SAQA in Legal Interpreting, Language Practice, Linguistic or relevant qualification; 5 years' experience in the language and interpreting environment starting from level 7; Knowledge and understanding of the legislative framework, governing the Public Service: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental , Financial Instructions, Public Finance Management Act; Knowledge of Criminal, Civil and family cases, Constitutional law cases and Policy development. Skills and Competencies: Strategic capability 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; Honesty and integrity. 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 :

- Manage the provision of language interpretation services in court proceedings; Manage and facilitate the implementation of language policy within the Department; Manage the coordination, reporting and analysis of court interpreting information and translation; Manage the quality assurance for court interpreting and translation services; Manage the development and implementation of Sign language interpreting; Provide effective, people management.

ENQUIRIES :

APPLICATIONS :

NOTE :

- HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- Applications can be sent via email at 2025/64/OCJ@judiciary.org.za
- The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 15/181 : **JUDGE'S SECRETARY REF NO: 2025/72/OCJ**

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

CENTRE : Land Court: Randburg

REQUIREMENTS :

- Matric Certificate/Grade 12. One (01) to three (03) years; secretarial experience or as an office assistant in a legal environment. A valid drivers' license. LLB degree or minimum of 20 modules completed towards an LLB, NA/Bcom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to write a typing test.

DUTIES :

- To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the Judgements are typed and correspondences are filled accordingly in the right sections. To ensure that signed Judgments and orders are handed down in court or virtually, sent to the typist and Library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure all incoming and outgoing documents are recorded and filled. To ensure that stationary for the Judge is ordered and collected. To ensure all files received from various section(s) are verified by Registrar on that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that

register/template of the reserved judgement is updated and notifying the Statistical officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the heads of Arguments from various stakeholders are received filed and verified. Inform parties involved via-email and telephonically of time and date when reserved judgments will be handed down, further notifying them on how judgment will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court start or before the Judge enters the court. To ensure that all cases are called and recorded as per the court roll. Calling the case number and the parties' names on record before Judge allow parties to start with their matter. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time. To ensure that the Judge's logbook is submitted on or before 5th of every month receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices that need to be submission of S&T claims can be processed. To ensure the submission of Cell phone and 3G data claims for process purpose. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday.

<u>ENQUIRIES</u>	:	Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/65/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/182</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/73/OCJ (X2 POSTS)</u> (48 Months Non-Renewable Contract)
<u>SALARY</u>	:	R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Labour And Labour Appeals Court: Johannesburg Matric certificate, an LLB degree or a 4-year legal qualification (or equivalent). A valid Driver's license. Shortlisted candidates will be required to pass a typing proficiency test. 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.
<u>DUTIES</u>	:	Ensure attendance and screening of all incoming and outgoing calls. To ensure that judgments are typed, and correspondences is appropriately captured and saved in the correct locations and safeguarded; Provide general secretarial / administrative duties to the Judge. Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. etc; Perform digital recording of court proceedings urgent court after hours and ensure integrity of such recordings, store, keep and file court records safely: after a case has been completed and opinion, decision or judgment entry released, returns case file to the Registrar; Accompany the Judge to the court and circuit courts; ensure that the register/template for the reserved judgments is updated timeously and that the Statistics Officer is notified when judgment remains outstanding and/or has been handed down, Cooperate with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Management of Judge's vehicle and logbook; compile data and prepares reports and documents for assigned judges as necessary, including expenses reports, continuing legal hours, financial disclosure statement, and case management; Arrange receptions for the Judge, and his visitors and attend to their needs; To remind the Judge of invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that stats are submitted to the Statistical Officer timeously. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Office. Management of Judge's Library and updating of loose-leaf publications; Ensure that the Judge's stationery is ordered and collected; Execute Legal research as directed by the Judge. 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 service skills and Computer literacy (Ms Word) and including Dictaphone typing, Confidentiality and time management. Comply with departmental policies and prescripts and procedures or guidelines.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms T Nzimande Tel No: (010) 494 9238 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/66/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/183</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/74/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu Natal Local Division High Court: Durban Grade twelve (12), one (1) to three (3) years' Secretarial experience or as an Office Assistant, a valid driver's license, an LLB Degree or a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree will serve as an added advantage and results must accompany the

application, shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication 31 skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure, attention to details, customer care service skills and excellent typing skills, confidentiality and time management. Computer literacy (MS Word) and research capabilities 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 : Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of Judge's vehicle, logbook and driving 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. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.

ENQUIRIES : Technical enquiries: Ms K Marais Tel No: (031) 492 5562
HR enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS : Applications can be sent via email at 2025/67/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 15/184 : **JUDGE'S SECRETARY REF NO: 2025/77/OCJ**

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

CENTRE : Free State Division of the High Court: Bloemfontein
REQUIREMENTS : Grade 12. A minimum of one-year secretarial experience. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law degree will serve as an added advantage (results must accompany the application). Secretarial experience in a legal/court environment will serve as an added advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: 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 service skills. Excellent typing skills. Computer literacy (MS Office). Research capabilities. Confidentiality and time management. 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 : Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda decisions, opinions or judgment entries written by, or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits. Make travel and accommodation arrangements. Store, keep and safeguard all case files and update the case files with the order made by the judge. Update files and documents and provide copies of documents to the registrar. Perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.

ENQUIRIES : Technical related enquiries: Ms Z. Gxabuza Tel No: (051) 492 4523
HR related enquiries: Ms D Peters Tel No: (051) 492 4523

APPLICATIONS : Applications can be via email to: 2025/31/OCJ@judiciary.org.za
Applications can be sent via email at 2025/68/OCJ@judiciary.org.za

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

POST 15/185 : **JUDGE'S SECRETARY REF NO: 2025/76/OCJ**

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

CENTRE : Eastern cape Division of the High Court: Mthatha
REQUIREMENTS : Grade twelve (12). One (1) to three (3) years' secretarial experience or as an Office Assistant. A valid driver's licence. An LLB Degree or a minimum of 20 modules completed towards an LLB,

BA or BCom Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and competencies: 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 service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To 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. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical.

ENQUIRIES

: Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

APPLICATIONS

: Applications can be sent via email at 2025/69/OCJ@judiciary.org.za

NOTE

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

POST 15/186

: **REGISTRAR REF NO: 2025/77/OCJ**
Six (6) Months Contract)

SALARY

: R324 579 – R1 111 323 per annum (MR3-MR5), plus 37% in lieu of benefits. Salary will be in accordance with the Occupational Specific Dispensation Determination. Shortlisted candidates will be required to submit a Service Certificate for determination of their experience. (The successful candidate will be required to sign a performance agreement

CENTRE

: Northern Cape High Court: Kimberley

REQUIREMENTS

: Grade 12 and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification, MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus minimum of 8 years post qualification experience in legal profession. MR5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession. Superior court or litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and control, Problem solving and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, Strong work ethics, Professionalism, Ability to work under pressure and meeting of deadlines, Results driven, Honesty/Trustworthy, Observance of confidentiality. 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

: Manage and execute quasi-judicial functions, Co-ordination of Case Flow, Management support process to the Judiciary and Prosecution, Manage the issuing of all processes, Initiating Court Proceedings, Co-ordinate, interpreting services, appeals and reviews, Process unopposed divorces and the facilitation of Pre-Trial conferences, Quality checks on Criminal Record Book, Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators, Supervision and management of staff, Provide practical training and assistance to the Registrars' Clerks, Ensure annotation of relevant publications, codes, acts and rules, Attend to and execute requests from the Judiciary in connection with cases and case related matters, Exercise control over the management and safekeeping of case records and the record room, Deal with the files in terms of the relevant codes and Legislation.

<u>ENQUIRIES</u>	:	Adv. D Plaatjies Tel No: (053) 492 3522 Ms L Wymers Tel No: (053) 492 3533
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/70/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/187</u>	:	<u>ADMINISTRATION CLERK (DCRS) REF NO: 2025/79/OCJ 2025/78/OCJ</u>
<u>SALARY</u>	:	R228 321 - R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Division of the High Court: Bloemfontein
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. Operational knowledge in operating a CRT Machine will be an added advantage. A valid Driver's License. Skills and Competencies: 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. Technical Skills, Communication skills, Interpersonal relations, Typing, Computer literacy (MS Office), Problems solving skills, Administration skills. 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.
<u>DUTIES</u>	:	Provide administrative support in pre-recording of court proceedings, Proper recording of court proceedings, perform playback events during or after the session, Attend to general administrative functions for court administration.
<u>ENQUIRIES</u>	:	HR enquiries: Ms N de la Rey Tel No: (051) 492 4523 Applications can be sent via email at 2025/71/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/188</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/79/OCJ</u>
<u>SALARY</u>	:	R228 321 - R368 950 per annum (Level 05). 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>	:	Grade 12, No experience required, A valid driver's license. Skills and Competencies: 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. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills. 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.
<u>DUTIES</u>	:	Perform clerical and administrative work within the Court, Handle court's request files, render case management duties, Provide support with administrative registrar
<u>ENQUIRIES</u>	:	Technical enquiries: Ms MN Mnisi Tel No: (053) 4923538 HR enquiries: MS L Wymers Tel No: (053) 4923533
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/72/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment
<u>POST 15/189</u>	:	<u>SUPPLY CHAIN CLERK REF NO: 2025/80/OCJ</u>
<u>SALARY</u>	:	R228 321 - R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of the High Court: Mthatha
<u>REQUIREMENTS</u>	:	Grade twelve (12). Relevant experience in Supply Chain Management will be an added advantage, demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts, knowledge of Public Sector Procurement process, rules and regulations, knowledge of JYP/LOGIS will serve as an added advantage. A Valid driver's licence. Skills and Competencies: Accuracy and attention to detail, good communication skills (written and verbal), Good administration and organisation skills, Ability to work under pressure independently, self-motivated and meet deadlines, computer literacy, (MS Word, Power Point, Excel and Outlook. 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
<u>DUTIES</u>	:	Demand and acquisition of goods/services, Ensure compliance with SCM policies. Request, receive and assess quotations, capture requisition on the system, receive procured item and capture invoices on JYP, assist end users with a compilation of clear specifications, provide administrative procurement support to all stakeholders, ensure proper filling and safe guard of procurement documents.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	can be sent via email at 2025/73/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 15/190</u>	:	<u>USHER MESSENGER REF NO: 2025/82/OCJ 2025/81/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810.per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Gqeberha
<u>REQUIREMENTS</u>	:	Matric Certificate. Skills and Competencies: Computer literacy (MS Word/Excel). Good communication skills (written and verbal). Good interpersonal relations. Customer service. Interpersonal skills. Conflict Management. Work ethic and motivation. Professional appearance and conduct Self-Management. 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.
<u>DUTIES</u>	:	Render efficient and effective support to the court. Prepare courts timeously and assuring the courts run smoothly. To assist by handing up of documents, exhibits to judges. Being of assistance to the witnesses and public while the courts are in session. Assisting the advocates by ushering them to and from the Judge's chambers. Assisting Judges by collecting and delivering of files and documents. Collection and deliveries of post and documents as required. Distributing of post and documents accordingly.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms P Boya-Nyhiba Tel No: (041) 502 6626 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	can be sent via email at 2025/74/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 15/191</u>	:	<u>USHER MESSENGER REF NO: 2025/82/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. 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 (NQF level 2), Grade 12 certificate or Qualification at (NQF 4). A minimum of 1 year relevant court exposure (given the nature of the High Court environment w.r.t the interaction with the Judge's), A valid driver's License will be an added advantage. Skills and Competencies: Knowledge of relevant legislation, Planning and organizing skills, Report writing skills, Driving skills, Negotiation skills, Communication skills, Good interpersonal skills, Decision making skills, Listening skills, Computer skills, Problem solving and Analysis, Time Management, Client Orientation and Customer Focus. 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.
<u>DUTIES</u>	:	Render administrative support functions to the Judges and the Court Room, Maintain Court Rooms' records, Facilitate the smooth- running of the court rooms, Collect and distribute court files. Escorts members of the bench to and from court and attends Judges' chambers with counsel. Facilitate order in court rooms before calling the Judges in. Be present in court during the session. Organize the court crew and inform them of the starting times, in line with the daily court roll. Maintain silence and order in the court rooms when Judges enter or leave. Check the correctness of motion court rolls, generation of copies, and dissemination according to the distribution list. Submit exhibitions to the Judges for examination. Write court orders as per Judges' instructions. Prepare legal books for Judges and return them to the library. Prepare other related books, records or stationery that will be used in court rooms. Draw out, check and arrange the criminal and civil files (to be taken to the court rooms). Report the missing files to the Judges. File/ archive the documents, registers, etc. Assist with the scheduling of court matters (motion opposed). Arrange the representation of cases. Negotiate the Court Rooms allocation with Judges in times of Court. Room shortages. Sort and check the court files. Keep the court files safe. Make copies of Court rolls and circulate according to the distribution list.
<u>ENQUIRIES</u>	:	Technical/HR related enquiries: HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 Applications can be sent via email at 2025/75/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.