

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**

- : **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.
- Kwa-Zulu Natal: Durban/Pietermaritzburg/Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000. Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban.
- 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.
- Free State/ Supreme Court of Appeal: 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.
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- National Office (Midrand)/Constitutional Court:** 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.
- North West: Mmabatho/ Mahikeng:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.

CLOSING DATE
NOTE

- : 06 June 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 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 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

ERRATUM: The post of Chief Registrar, Gauteng Division of the High Court: Johannesburg, advertised on Public Service Vacancy Circular 15 dated 09 May 2025 with a closing dated of 23 May 2025 have been withdrawn.

OTHER POSTS

- POST 17/47** : **CHIEF REGISTRAR REF NO: 2025/105/OCJ**
Re-advertisement, candidates who previously applied are encouraged to 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 Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court: Johannesburg
Grade 12 certificate and LLB Degree or a four (4) year legal qualification as recognized by SAQA. A minimum of eight (8) years' post graduate legal experience gained as a Registrar. Computer literacy, leadership and managerial experience. A valid driver's license. An LLM Degree will serve as an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Report writing skills. Numerical skills. Technical expertise. Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Professional appearance and conduct. 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. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Sen./ice Level Agreement, Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance and prescripts. Achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the

		Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms R Bramdaw Tel No: (010) 494 8584 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	can be sent via email at 2025/105/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/48</u>	:	<u>ASSISTANT DIRECTOR: SECURITY REF NO: 2025/91/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance.
<u>CENTRE</u>	:	Kwazulu-Natal Provincial Service Centre
<u>REQUIREMENTS</u>	:	Matric Certificate and a three-year National Diploma in Security Management and or Risk Management or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. Grade A State Security Agency Course. A minimum of three (3) years' working experience in a security environment of which 1 year should be on supervisory level. A valid driver's license. Skills and Competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Good people skills/interpersonal relations. General office and project management skills. Planning and organisation skills. Exceptional report writing skills. Problem solving skills. Ability to work independently and meet deadlines. 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 management of the total security function (personnel, document, physical assets, contingency planning and security planning) of the Office of the Chief Justice and linked institutions. Implement the OCJ's Security and Risk Management policies. Development and implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Interaction with security-related and relevant authorities including government departments (State Security Agency, Comsec, DOJCD, etc.). Manage the private security service provider and ensure compliance with the applicable service level agreement(s). Facilitate internal and external audits and ensure that the office is ready with regard to security and risk management matters. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Technical/HR Related Enquiries: Ms N Naidoo Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	can be sent via email at 2025/91/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/49</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2025/92/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance.
<u>CENTRE</u>	:	Northern Cape Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and a three-year National Diploma/ in Human Resource Management/ Public Administration/Public Management, Personnel Management or equivalent relevant qualifications at NQF level 6 with 360 credits as recognized by SAQA. A minimum of three (3) years' experience in Human Resource Management environment of which 1 year should be on supervisory level, Knowledge of PERSAL. Shortlisted candidates will be required to submit PERSAL certificates/results. Extensive experience in Leave & Personnel Administration will be an added advantage. A driver's license. Skills and Competencies: Knowledge and understanding of Public Service Act. 1994, Knowledge of Public Service Regulation 2016, Labour Relations Act, Employment Equity Act. Basic Conditions of Employment Act, Knowledge of HRM policies, Knowledge of HR related standards, practices, processes and procedure, Knowledge of Batho Pele Principles, Knowledge of PERSAL system. 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>	:	Implement efficient and effective recruitment and selection processes Ensure the administration of condition of service and benefit, Implement Performance Management and Development System and training initiatives, Ensure and implement labour relations matters and EHW programmes, Ensure the provision of efficient and effective provision of HR records management services. Supervise and develop staff
<u>ENQUIRIES</u>	:	Technical/HR related enquiries: Ms L Wymers Tel No: (053) 492 3533
<u>APPLICATIONS</u>	:	can be sent via email at 2025/92/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/50</u>	:	<u>REGISTRAR REF NO: 2025/95/OCJ</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour Appeals Court: Durban
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a 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). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and 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.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. 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. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms K Marais Tel No: (031) 492 5562
<u>APPLICATIONS</u>	:	HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>NOTE</u>	:	can be sent via email at 2025/95/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/51</u>	:	<u>ADMINISTRATION CLERK: (DCRS) REF NO: 2025/96/OCJ</u>
<u>SALARY</u>	:	R228 321 –R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	KwaZulu Natal Division of the High Court: Durban
<u>REQUIREMENTS</u>	:	Grade 12 certificate, no experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA 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 technical and generic requirements. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). General Administration / Court related functions regarding court recordings. Good customer services.
<u>DUTIES</u>	:	Provide administrative support in pre-recording of court proceedings. Render proper recording of court proceedings. Perform collection of statistic. Provide

		administrative support as required by the Court Manager and/or Registrar and/or Supervisor.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms K Marais Tel No: (031) 492 5562
		HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	Can be sent via email at 2025/96/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/52</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/97/OCJ</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	KwaZulu Natal Division of the High Court: Durban
<u>REQUIREMENTS</u>	:	Grade 12 certificate, no experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. 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>	:	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>	:	Technical Enquiries: Ms K Marais Tel No: (031) 492 5562
		HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>NOTE</u>	:	Applications can be sent via email at 2025/97/OCJ@judiciary.org.za
		The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/53</u>	:	<u>ADMINISTRATION CLERK REF NO: 2025/99/OCJ</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of the High Court: Mbombela
<u>REQUIREMENTS</u>	:	Grade 12 certificate. A three-year relevant qualification (NQF6) within records management will serve as an added advantage. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA 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 technical and generic requirements. Skills and Competencies: Communication skills (verbal and written). Problem solving skills. Administrative skills. Good public relation skills. Time Management skills. Monitoring and analytical skills. Computer literacy skills (Microsoft Teams). Planning and organizing skills. Report writing skills. Typing skills. Understanding of confidentiality in Government. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Public Service.
<u>DUTIES</u>	:	Render general clerical support services. Record, organize, store, capture and retrieve correspondences and data. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration clerical support services within the component. Process travel and subsistence claims for the manager and members of the unit. Provide administrative support services. Provide logistical arrangements to meetings.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms JM Shongwe Tel No: (013) 758 0000
		HR related enquiries: Mr SJ Zwane / Mr Mv Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	can be sent via email at 2025/99/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 17/54</u>	:	<u>ADMINISTRATION CLERK: JUDICIAL APPOINTMENTS REF NO: 2025/100/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. An understanding of the functioning of Commissions or Tribunals and working in the Judicial environment would be an added advantage. Skills and Competencies: Interpersonal and diplomacy skills. Computer literacy skills. Analytical skills. Decision-making skills. Motivational skills. Presentation skills. Communication and report writing skills. Customer service orientation. Self-management. Creative thinking. Teamwork. Flexible. Self-motivated. Knowledge of the relevant legislation and prescripts in relation to the judiciary environment. Knowledge of clerical duties. 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>	:	To provide support with the administrative functions in the Office of the Judicial Service Commission. Prepare files for the sifting committee, Judge President, Commission, and Premiers. Provide support with the administrative functions to the members of the Commission, Public, and Stakeholders. Prepare a comprehensive list of short-listed candidates and send to the Judges Presidents, Organised Legal Profession, and members of the JSC. Provide support for administrative functions in the Office of the JSC after the sitting of the commission. Facilitate correspondence with the candidates about the outcomes of the interviews. Provide logistical support to the JSC, JCC, and JCT. Facilitate and ensure logistics for JSC April and October sittings.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mrs. M Songca Tel No: (010) 493 2075 HR related enquiries: Mr. K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	can be sent via email at 2025/100/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/55</u>	:	<u>ADMINISTRATION CLERK: COMPLAINTS REF NO: 2025/101/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. An understanding of the functioning of Commissions or Tribunals and working in the Judicial environment would be an added advantage. Skills and Competencies: Interpersonal and diplomacy skills. Computer literacy skills. Analytical skills. Decision-making skills. Motivational skills. Presentation skills. Communication and report writing skills. Customer service orientation. Self-management. Creative thinking. Teamwork. Flexible. Self-motivated. Knowledge of the relevant legislation and prescripts in relation to the judiciary environment. Knowledge of clerical duties. 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>	:	To maintain the complaints register. Receive and register complaints lodged against Judges. Provide secretariat support services to the Judicial Conduct Committee (JCC). Communicate the outcome of the appeal to the Appellant and Respondent. Receive correspondence regarding litigation against the Judicial Service Commission. Provide logistical support to the JSC, JCC, and JCT. Prepare VA forms for travel arrangements and accommodation for members of the Committee.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mrs. M Songca Tel No: (010) 493 2075 HR related enquiries: Mr. K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Can be sent via email at 2025/101/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 17/56</u>	:	<u>ADMINISTRATION CLERK: OFFICE OF THE SECRETARY-GENERAL REF NO: 2025/102/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	National Office, Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA 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 technical and generic requirements. Skills and Competencies: Communication skills (verbal and written). Problem solving skills. Good public relation skills. Monitoring and analytical skills. Computer literacy skills (Microsoft Teams). Planning and organizing skills. Report writing skills. Typing skills. Understanding of confidentiality in Government. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Public Service.
<u>DUTIES</u>	:	Provide administrative-related activities to the unit. Schedule and organize meetings for the unit. Render clerical support services within the Office of the Secretary General. Handle all incoming and outgoing office correspondence and follow up on outstanding matters. Maintain effective filing and records management services. Distribute documents and packages to their respective units. Render logistical arrangements for meetings. Ensure the venue, equipment, and any other logistical arrangements required for meetings are available and functional.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms S Mpheshwa Tel No: (010) 493 2535 HR related enquiries: Mr. K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	can be sent via email at 2025/102/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/57</u>	:	<u>ADMINISTRATION CLERK: INSTITUTIONAL SECRETARIAT SERVICES REF NO: 2025/103/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA 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 technical and generic requirements. Skills and Competencies: Communication skills (verbal and written). Problem solving skills. Good public relations skills. Monitoring and analytical skills. Computer literacy skills (Microsoft Teams). Planning and organizing skills. Report writing skills. Typing skills. Understanding of confidentiality in Government. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	:	To provide support in planning of the Judiciary governance structure and the OCJ's governance structure meetings. Prepare corporate calendar. Render governance and secretariat support services. Perform the general secretariat function. Render secretarial support services within the Directorate: Institutional Secretariat Services. Manage the Director's office. Provide administrative-related activities to the unit. Maintain a leave register for the unit.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms S Mpheshwa Tel No: (010) 493 2535 HR related enquiries: Mr. K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	can be sent via email at 2025/103/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 17/58</u>	:	<u>TYPIST REF NO: 2025/104/OCJ</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	North West Division of the High Court: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA 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 technical and generic requirements. Skills and Competencies: Computer literacy (Microsoft Office). Typing skills (speed 35 words per minute). Dictaphone typing skills. Good problem-solving skills. Effective communication skills (written and verbal). Time management skills. Client orientation and customer focus. Knowledge of legal terminology, court procedures, rules, and environment. Understanding of legislative governing the Public Service (Batho Pele principles and Public Service Regulations). Ability to work in a team. Reliability. Honesty and integrity.
<u>DUTIES</u>	:	Type court orders, court documents, and reports. Type court orders and relevant court documents in line with the endorsement on the front of the court file. Type judgments. Make amendments on judgments as per the Judge's request/instruction. Compile term roll, week, and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazette terms. Compile and submit relevant orders and judgments to relevant stakeholders.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr O Sebatso Tel No: (018) 397 7064 HR related enquiries: Ms K Zwane Tel No: (018) 397 7114 Applications can be sent via email at 2025/104/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.