

Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

ERRATUM: Kindly note the posts of Director: Court Operations: Western Cape, Ref No: 2025/64/OCJ and Director: Supreme Court of Appeal: Bloemfontein and the post of Law Researcher: Supreme Court of Appeal: Bloemfontein advertised on DPSA Circular 15 dated 09 May 2025 with a closing date of 23 May 2025 as well as the post of OHS Officer advertised on DPSA circular 9 of 2025 with a closing date of 25 March 2025 have been withdrawn. The reference number for the post Admin Clerk DCRS: Free State High Court is only 2025/78/OCJ. Apologies for any inconvenience caused

OTHER POSTS

<u>POST 16/254</u>	:	<u>ASSISTANT DIRECTOR: LEGAL SERVICES REF NO: 2025/83/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>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric Certificate and an LLB degree or four year recognized legal qualification at NQF level 8; A minimum of three (3) years' post qualification in litigation or advisory experience. Admission as an advocate or attorney will be an added advantage. A valid driver's license; Skills and Competencies: Knowledge of POPIA and PAIA. Knowledge litigation processes. Good written and verbal communication skills, Interpersonal skills, Computer software skills, Interpretation skills (good excel skills, People Management skills interpretation skills, analytical skills, ensure the correctness of data /information and ability to conduct data verification. 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 legal administration support for the Department and the Judiciary; Coordinate compliance with PAIA&POPIA; Provide support in the management of litigation process for the Department; aid in relation to legal advisory opinion. Provide support with coordinating and advise on loss control matters and related matters; Provide support with drafting / reviewing legal documents/contracts/agreements for the Department.
<u>ENQUIRIES</u>	:	HR related enquiries: Mr K Mphela Tel No: (010) 493 2527 Technical Enquiries: Adv N Phakola Tel No: 010 493 2580
<u>APPLICATIONS</u>	:	can be sent via email at 2025/76/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 16/255</u>	:	<u>REGISTRAR REF NO: 2025/84/OCJ</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum (MR3-MR5). 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.
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Matric 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.

ENQUIRIES : Technical enquiries: Ms. Z Sondlo Tel: (011) 359 7458 Ms. K Mokgathe (011) 359 7574
APPLICATIONS : can be sent via email at 2025/77/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 16/256 : **PROVISIONING ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: 2025/85/OCJ**

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

CENTRE : National Office: Midrand
REQUIREMENTS : Grade12, A National Diploma Cost Management Accounting/ Financial Accounting (NQF level 6) or equivalent qualification on NQF 6, A Minimum 2 years' relevant experience in the Assets Management, A valid driver's license. Skills and Competencies: Skills and Competencies: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), Treasury Regulations, Asset Management Regulations, Knowledge of BAS. Computer Literacy, Communication skills, Planning and Organizational Skill, Analytical skill, Problem Solving Skill. 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 : Maintain a complete and accurate asset register for leased assets, Facilitate and coordinate the disposal of unserviceable, redundant, obsolete and lost assets, Maintain the register for lost assets, conduct reconciliation of the Leased Assets Expenditure against Lease Assets, Supervise and develop staff.

ENQUIRIES : Technical related enquiries: Mr. P Mahumane Tel No: (010) 493 2646
 HR related enquiries: Ms. S Tshidino Tel No: (010) 493 8771

APPLICATIONS : can be sent via email at 2025/78/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 16/257 : **STATE ACCOUNTANT REF NO: 2025/86/OCJ**

SALARY : R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement

CENTRE : National Office: Midrand
REQUIREMENTS : Matric certificate and a three-year National Diploma in Financial Management, Public Finance, Public Accounting, Cost and Management Accounting or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of two years relevant experience. A valid driver's license. Skills and Competencies: Public Service Act. Treasury Regulation. PFMA. BAS. Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Charts of Accounts. Communication (written and verbal). Computer Literacy (MS Word, Excel, etc.). Analytical and Mathematics skills. Conflict resolution. Ability to work under pressure. Self-motivated. Reliable. Integrity and honesty. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.

DUTIES : Assist in the preparation of various budgets. Assist budget managers in compiling their budget inputs and expenditure reporting, Capture budget in the financial system (BAS), Manage the department's budget and notify budget managers on possible over/underspending and recommend solutions, Prepare and provide budget managers with management reports (cashflow statements) on a monthly basis, Assist in the compilation of expenditure reports to various stakeholders, Assist in the preparation of financial statements (appropriation statement), Ensure application of prescribed financial procedures and policies including PFMA and Treasury Regulations, Perform other duties as directed.