

return of reviews to the review Clerk. To ensure that 87 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 or 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</u>	:	applications can be sent via email at 2025/117/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 19/120</u>	:	<u>REGISTRAR REF NO: 2025/116/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>	:	Western Cape
<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 N Chwethiso Tel No: (021) 480 2619 HR Enquiries: Ms M Baker Tel No: (021) 469 4032/8
<u>APPLICATIONS</u>	:	applications can be sent via email at 2025/116/OCJ@judiciary.org.za