

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: 2025/165/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals

POST 23/80 : **LIBRARIAN REF NO: 2025/166/OCJ**

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

CENTRE : Western Cape Division of the High Court
REQUIREMENTS : A National Diploma / Degree in Library Science or an equivalent qualification at a NQF6 level. Knowledge of Library and information Science Matters, prescripts and Legislation, procedure and processes and Library Services, A minimum of 2 years' experience in Library and Information Systems. Experience in a legal library will serve as an added advantage. Skills and Competencies Communication skills. Computer Literacy (Microsoft Office). Customer services skills. Supervisory skills. Report writing skills. Interpersonal relations. Research and planning skill Ability to work under pressure. Language proficiency. Conflict management, Supervisor Skills 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's technical and generic requirements

DUTIES : Render library and information services to the judiciary, internal and external clients. Compile all the list of appeals cases handed down and distribute to the Judges. Circulate handed down judgments both pdf and word version to Publishers and external stakeholders. Classify and Catalogue the Western Cape Division of the High Court's Library Material, Maintain, monitor and upload finalized Judgments on Central Case Law Repository, Render reference and information service for the Western Cape Divisions of the High Court's Library, Identify and select relevant library materials through internal stakeholders. Ensure controlled access to library collections, Submit and maintain delivery notes for standing orders, Maintain and ensure the subscriptions of newspaper and delivery, the needs of the Judiciary and the High Court library, Provide support in conducting of assets verification, Receive and process of library publications, Perform Administration and Supervisory Service

ENQUIRIES : Technical Enquiries: Ms N Chwethiso Tel No: (021) 480 2637
HR Related Enquiries; Mr S Hlongwane Tel No: (021) 469 4032
APPLICATIONS : Applications can be via email to: 2025/166/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals

POST 23/81 : **SECRETARY TO THE DIRECTOR COURT OPERATIONS REF NO: 2025/167/OCJ**

SALARY : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : North West Provincial Service Centre
REQUIREMENTS : Grade 12 certificate, no experience is required. Secretarial Certificate will be an added advantage. Skills and Competencies: Communication (oral and written) skills. Computer literacy (Ms Office). Problem solving skills. Good Interpersonal relations. Planning and organizing. Intermediate typing skills. Creative and analytical thinking. Customer service orientation. Good grooming and presentation. Telephone etiquette. All shortlisted candidates shall