

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:** Pretoria/ Provincial Service Centre/Johannesburg/Labour Appeals Court: Johannesburg: 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.
- Free State High Court:** 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.
- Limpopo/ Polokwane:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699
- Mpumalanga/ Middelburg:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, 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.
- North West Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.
- Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, cape Town.

CLOSING DATE
NOTE

- : 18 July 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.

OTHER POSTS

<u>POST 23/73</u>	:	<u>COURT MANAGER REF NO: 2025/157/OCJ</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), (all-inclusive package), consisting of 70%/ 75% basic salary and 30%/25% 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>	:	Gauteng Division of the High Court: Pretoria
	:	Matric Certificate and a three (3) year National Diploma in Management or Administration or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A Degree in Management or Administration at NQF level 7 will serve as an added advantage. A minimum of six (6) years relevant experience of which three (3) years should be at (ASD level/Junior Management level). A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management, Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Time Management and ability to work under pressure. 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 strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management Services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Technical enquiries/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
	:	Applications can be sent via email at 2025/157/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 23/74</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2025/158/OCJ</u>
<u>SALARY</u>	:	R468 45 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Service Centre: Gauteng
	:	Grade 12 and National Diploma in Supply Chain Management/ Retail business /Purchasing /Economics / Finance/ Financial Management/ Procurement/ Logistic/ Public Administration or Administration or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA A minimum of three (3) years' experience in Supply Chain Management environment. A minimum of 3 years supervisory experience. Candidates with LOGIS experience will have an added advantage. Skills and Competencies: 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 LOGIS will serve as an added advantage. Accuracy and attention to detail. Good communication skills (written and verbal). Good administration and organisation skills. Ability to work under pressure. Self-motivated 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>	:	Coordinate Supply Chain Management Process within the Province. Implement asset and disposal management within the province. Coordinate contract Management process in the province. Facilitate SCM reporting for procurement. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Technical enquiries/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/158/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 23/75</u>	:	<u>LAW RESEARCHER REF NO: 2025/160/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>	:	Gauteng Division of the High Court: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. LLB degree or four year recognized legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license 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 judgements. Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues, as requested by a Judge. Read all relevant material and analyse it thoroughly. Discuss all possible, variations on a legal point with colleagues and/or the Judge's attention. Prepare a comprehensive, memorandum on the outcome of the research. Proofread all judgements, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes so that the Judge can accept or decline, any proposed changes. Monitoring and bringing to the attention of the Judges new developments, in law and Jurisprudence. Performing any court related work requested to improve the efficiency of the court.
<u>ENQUIRIES</u>	:	Technical enquiries/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/160/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 23/76</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2025/161/OCJ</u>
<u>SALARY</u>	:	R397 116 – R467 790.per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of the High Court: Middelburg
<u>REQUIREMENTS</u>	:	A Grade 12 and three years (03) National Diploma in Public Administration/ Administrative Management / Public Management/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in the administration field and a valid driver's license. Knowledge of Risk Management, Security, Facility and OHS will serve as added advantages. 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. Skills and Competencies: Communication skills (verbal & written), Problem solving skills, Good public relations skills,

Monitoring and analytical skills. Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills and Typing skills. Knowledge of Understanding and experience of logistical arrangements required for the effective functioning of governance structures, Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration. Knowledge and understanding of the legislative framework governing Public Service and knowledge of Batho Pele principles. 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 support to the senior managers with daily clerical tasks. Keep up abreast with the leave administration for the office. Provide support with the compilation of monthly, quarterly reports and annual corporate calendar. Prepare meeting agenda and attendance register Collate monthly and quarterly reports. Monitor meetings attendance by Governance Committees members. Respond to the queries of stakeholders. Ensure general supervision of employees. Allocate duties and perform quality control of the work delivered by officials. Manage leave of staff. Advise and lead supervisees regarding all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Manage and monitor financial system i.e. JYP, JDAS, BAS etc. Ensure compliance with the PFMA and Financial standard. Verify S&T claims and Trip Authority for correctness before submission for approval. Formulate administration policies. Review office policies and procedures. Update existing protocols and office policies.

ENQUIRIES : Technical Related Enquiries: Ms Yd Seswene Tel No: (013) 492 2213
HR Related Enquiries: Mr Sj Zwane/ Mv Maeko Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email at 2025/161/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 23/77 : **SENIOR COURT INTERPRETER REF NO: 2025/162/OCJ**

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

CENTRE : Gauteng Division of the High Court: Johannesburg
REQUIREMENTS : Applicants should be in possession of grade twelve (12) and ten (10) years' practical experience in court interpreting or a 3 years National Diploma (NQF 6) in Legal interpreting or equivalent qualification on NQF Level 6 (360 credits) and a minimum of three (3) years practical experience in court Interpreting. Proficiency in English, Afrikaans, Isixhosa, Isizulu, Sesotho, Setswana, Sepedi, Isiswati, Tsonga and Tshivenda, seTswana, sePedi, isiNdebele, sign language and any foreign language will be an added advantage) candidates will be required to undergo oral written language proficiency testing. A valid driver's license will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal), computer literacy (MS Office), good interpersonal skills, ability to work under pressure and solve problems, Accuracy and attention to detail, customer service. 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 : Rendering interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions of the Judiciary, court Manager and Supervisor as and when is required.

ENQUIRIES : Technical enquiries/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email at 2025/162/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 23/78</u>	:	<u>JUDGES SECRETARY REF NO: 2025/164/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Division of the High Court: Cape Town
	:	Grade twelve (12) certificate, a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree will serve as an added advantage (results must accompany the application). A minimum of two (2) years secretarial experience. Experience in legal/court environment will serve as an added advantage. a valid driver's license 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 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Technical/HR related Enquiries' S Hlongwane Tel No: (021) 469 4032/8
	:	Applications can be sent via email at 2025/164/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 23/79</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/165/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Free State Division of the High Court: Bloemfontein
	:	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.
<u>DUTIES</u>	:	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 diarise 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
APPLICATIONS : HR related enquiries: Ms D Peters Tel No: (051) 492 4523
NOTE : Applications can be via email to: 2025/165/OCJ@judiciary.org.za
 : 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

		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 a secretarial/receptionist support service to the manager (DCO). Provide a clerical support service to the DCO. Provide support to manager (DCO) regarding meetings. Remain up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the Office of the DCO.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr O Sebatso Tel No: (018) 397 7000/ 7064 HR Related Enquiries: Ms Ke Zwane Tel No: (018) 397 7114/ 7064
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/167/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 23/82</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/169/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Division of the High Court: Cape Town
<u>REQUIREMENTS</u>	:	Matric certificate, no experience is required. Experience a court/ legal environment will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and skills. Ability to work under pressure and solve problems, Numerical skills, Accuracy and attention to detail, Planning and organizing skills, Customer service skills orientated, 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 services to case flow management support to the Court. Ensure proper filing and safekeeping of all court records, render counter services; Attend to all stakeholders' enquiries and correspondences. Provide administrative support in the Registrar's office (general office and case flow management); Upload and update case information on registrars' tools and case-on-line; Render efficient and effective support services to the court. Issue Court processes at General Office, including online. Render case management duties. Attend and oversee to general public queries; Provide any other administrative support in general as required by the Chief Registrar or Court Manager.
<u>ENQUIRIES</u>	:	Technical/HR related Enquiries' S Hlongwane, Tel No: (021) 469 4032/8
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/169/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 23/83</u>	:	<u>ADMINISTRATIVE CLERK: DCRS REF NO: 2025/170/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>	:	Western Cape Division of the High Court: Cape Town
<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. Exposure in Court Related function will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication (verbal and written) Good interpersonal skills Good problem-solving skills. Computer literacy. 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>	:	Prepare court before court proceedings to test and operate recording equipment. Perform digital recording of court proceedings and ensure the integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, Finance and Supply Chain as required by the Judiciary, Court Manager and Supervisor. Accuracy and attention to detail. Ability to work under pressure. Customer service. Document management and operational knowledge of operating a DCRS/CRT machine.
<u>ENQUIRIES</u>	:	Technical/HR related Enquiries' S Hlongwane Tel No: (021) 469 4032/8

<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/170/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 23/84</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2025/171/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>	:	Limpopo Division of the High Court: Polokwane
<u>REQUIREMENTS</u>	:	Grade 12 certificate. A three-year National Diploma/Degree at NQF level 6 with 360 credits as recognized by SAQA in Supply Chain Management will be an added advantage. One-year experience in supply Chain Management will be an added advantage. A valid driver's license will be an added advantage. Skills and Competencies: Knowledge of Public Service Finance Management Act (PFMA), PPPFA, BBB_EE Act and Treasury Regulations. In-depth knowledge of financial systems, eg JYP and BAS, Planning and organizing skills, good interpersonal skills, effective communication skills (written and verbal). Computer literacy, ability to work independently and meet deadlines, ability to work under pressure, work in a team and preparedness to work overtime when required. 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>	:	Sourcing of quotations as per National Treasury guidelines, receive and assess quotation to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications. Capture requisitions on the supply Chain System and ensure that purchase orders are issued to the recommended suppliers. Request, prepare and assess quotations to ensure that the quotations comply with the minimum requirements. Ensure that standard bidding documents are obtained and fully completed by the suppliers and attached to transactions before caring requests. Extend the validity periods of quotes in advance of expiry dates. Capturing of awarded contracts on National Treasury contracts registration applications (CRA). Ensure procedures comply with SCM policies. Ensure proper filling and safekeeping of documents. Ensure timely processing of payments to suppliers. Receiving and issuing of stock items. Management of Assets. Perform other duties as delegated by the Supervisor.
<u>ENQUIRIES</u>	:	HR/Technical related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/171/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 23/85</u>	:	<u>LIBRARY ASSISTANT REF NO: 2025/172/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>	:	Limpopo Division of the High Court: Polokwane
<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: Good Interpersonal relations Communication skills. Computer Literacy (Microsoft Office), Customer services skills, interpersonal relations skills, planning skills Self-driven, able to work under pressure and ability to multi-task. 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 posts technical and generic requirement.
<u>DUTIES</u>	:	Maintain and control information resources in the Judges' Chambers and the library. Distribute loose-leaf publications to the secretaries. Conduct daily shelf-reading and shelving of used library material. Provide administration support to library services. Unpack and verify newly received library publications in line with the delivery note and the invoice. Update and maintain library publications Workflows System. Provide support in the facilitation of cataloguing, classification and barcoding of newly received library publications. Co-ordinate and prepare binding of all journals and law reports. Provide support in conducting of assets verification. Compile the acknowledgement list for newly received library publications. Process and update of serials / library publications. Provide Loose leaf update and file of Acts, Bills and Gazettes.

	Identify and report missing issues of loose-leaf updates and periodicals not received for claiming purposes.
<u>ENQUIRIES</u>	: HR/Technical related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758
<u>APPLICATIONS</u>	: Applications can be sent via email at 2025/172/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 23/86</u>	: <u>USHER MESSENGER REF NO: 2025/173/OCJ</u>
<u>SALARY</u>	: R163 680 – R192 810 per annum (Level 03) The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	: Western Cape Division of the High Court: Cape Town
<u>REQUIREMENTS</u>	: Abet (NQF level 2). A grade 12 certificate will serve as an added advantage. Valid driver's license will be an added advantage. A minimum of one (1) year relevant court exposure will be an added advantage. 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.
<u>DUTIES</u>	: Rendering efficient and effective support to the court. Prepare court timeously and assuring that the court run smoothly. To assist in handling of documents and collection with GG Transport. Safe keeping of documents. Attending to enquiries related to Judges Transport. Assisting Judges by collecting and delivering of files and documents. Collection and delivery of post and documents as required. Distribution of post and documents accordingly.
<u>ENQUIRIES</u>	: Technical related enquiries: Ms T Nzimande Tel No: (010) 494 9238
	: HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	: Applications can be submitted via email at 2025/173/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity