

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**

<b><u>POST 27/174</u></b>	:	<b><u>PERSONAL ASSISTANT: CHIEF DIRECTORATE: COURT AND CASE FLOW MANAGEMENT SUPERIOR COURTS REF NO: 2025/197/OCJ</u></b>
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand Grade 12, National Diploma in Office Management/ Information Management/ Public Administration/ Business Administration/ equivalent qualification at (NQF level 6), A minimum of two (2) years' experience in Office Administration/ Secretariat Services, A valid driver's license. Skills and Competencies: Financial, Provisioning and Human Resource administration procedures and processes, Document tracking, storage and retrieval, Computer Literate, Good telephone and office etiquette, Relevant Public Service and Departmental legislation/prescripts/policies and procedures, Procedure and processes applied in Office Management, Meeting procedures, Operating office equipment (e.g. Computer, photocopy, scanner, projector), Basic knowledge on financial administration. Organizing and Communication skills, Report writing skill, Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet, etc.), Presentation skills, Problem solving skills, Good interpersonal relations, Planning and organizing, Language skills, Numeracy, Literacy, Typing 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.
<b><u>DUTIES</u></b>	:	Provide a clerical support service to the Office of the Chief Director Provide a secretarial/receptionist support service to the Office of the Chief Director Render administrative support service to the Office of the Chief Director, 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 Chief Director.
<b><u>ENQUIRIES</u></b>	:	Technical/ related enquiries: Ms W Lambley Tel No: (010) 493 2561 HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771
<b><u>APPLICATIONS NOTE</u></b>	:	Applications can be sent via email at <a href="mailto:2025/197/OCJ@judiciary.org.za">2025/197/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 27/175</u></b>	:	<b><u>POOL JUDGE'S SECRETARIES REF NO: 2025/198/OCJ (X2 POSTS)</u></b> (12 Months non-renewable Contract)
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Division of the High Court: Johannesburg Grade 12 / Matric plus LLB degree; Valid driver's license. Shortlisted candidates will be required to pass a typing test Skills and Competencies: Good written and oral communication skills. Computer literacy (Microsoft office). Customer services skills. Interpersonal relations skills. Planning skills. Organising and control. Able to work under pressure. Ability to multi-task. Problem solving skills. Good interpersonal relations. Skills and competencies: Proficiency in English, Proficiency in Microsoft Office Programs, Ability to conduct research Problem solving, Planning and organizing, Ability to maintain confidentiality, Good judgment and decision-making skills, Good interpersonal relations with ability to take charge, effective communication (verbally and in writing), Able to work under pressure, Ability to multitask, Telephone etiquette, Professionalism, Ability to meet strict deadlines, Time management skills and People skills.
<b><u>DUTIES</u></b>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgements only). To ensure that all visitors are received, screened and their queries are attended