

<u>REQUIREMENTS</u>	:	Grade 12, A valid driver's license will be added an advantage. National Diploma in Financial Management/ Financial Accounting, Cost or Management Accounting or relevant qualification at NQF level 6 with 360 credits as recognized by SAQA will be an added advantage. A relevant working experience will be an added advantage. Skills and Competencies: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), Treasury Regulations, Asset Management, Regulations, Modified Cash Standard, Communication skills, Computer literacy, Problem solving skills, Time management skills, Organizing and planning skills, Interrelation skills, Analytical skills, Presentation skills, Data and record management skills.
<u>DUTIES</u>	:	Maintain a complete and accurate asset register for leased assets. Facilitate Disposal of unserviceable, redundant, obsolete and lost assets, Maintain lost Assets Register, Reconcile the General Ledger (BAS) against Lease Register.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr P Mahumane Tel No: (010) 493 2646 HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/212/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 30/46</u>	:	<u>HANDYMAN REF NO: 2025/213/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>	:	Labour And Labour Appeals Court: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 3) or equivalent qualification. Grade 12 and a qualification in plumbing, electrical or carpentry will be an added advantage. General maintenance experience will be an added advantage. Skills and Competencies: Knowledge of the Occupational Health and Safety Act. Knowledge on how to operate hand and power tools. Knowledge of building infrastructure layouts. Computer literacy. Communication skills. to work as part of a team. Reliability. Problem solving skills. Innovation. Ability to work independently.
<u>DUTIES</u>	:	Perform minor general building maintenance. Attend to minor plumbing, electrical and general handyman duties. Conduct routine inspections of the building on a weekly and monthly basis. Report unauthorized movement of equipment.
<u>ENQUIRIES</u>	:	Technical: 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 sent via email at 2025/213/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the employment equity goals.
<u>POST 30/47</u>	:	<u>SECURITY OFFICER REF NO: 2025/214/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>	:	Free State Division of the High Court: Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 2). Relevant experience required. A driver's license will be an added advantage. Basic security course registered with PSIRA. Skills and Competencies: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations. Knowledge of access control procedures. Knowledge of control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Batho Pele Principles. Interpersonal skills. Client service skills. Listening skills. Problem solving skills. Decision making skills. Good communication skills. Computer skills. Facilitating skills.
<u>DUTIES</u>	:	Perform access control functions. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Operate control room security equipment. Ensure safety in the building and premises. Ensure all incidents are recorded in the occurrence books/registers.
<u>ENQUIRIES</u>	:	Technical /HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4585
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/214/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals