

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**

- : **National Office (Midrand)/ Constitutional Court: Braamfontein/** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685
- Gauteng/Land Court Randburg/Johannesburg/Pretoria:** 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
- Limpopo/ Polokwane/ Thohoyandou:** 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
- North West/ Mmabatho:** 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.
- KwaZulu-Natal/ Durban/Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Sontseu8 & Stalwart Simelane Streets, Durban, 4000.
- Mpumalanga/ Middelburg/Mbombela:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, 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.

CLOSING DATE
NOTE

- : 14 November 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 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 39/65</u>	:	<u>DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: 2025/259/OCJ</u>
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	An NQF 6 qualification with 360 credits as recognized by SAQA in Financial Management / Supply Chain Management / Purchasing / Logistics / Finance / Accounting / Economics / Internal Audit or equivalent as recognized by SAQA. Bachelor's degree (NQF level 7) qualification in Financial Management / Supply Chain Management / Purchasing / Logistics / Finance / Accounting / Economics / Internal Audit, would be advantageous. Five (5) years' experience within Supply Chain Management field of which three (3) years must be at supervisory level (ASD level). Valid driver's license (with exception of people with disability). skills and knowledge: Sound and in-debt knowledge of relevant prescripts. Application of human resources as well as understanding of the legislative framework governing the Public Service such as: Public Finance Management Act (PFMA), SCM policies and procedures, Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations, Treasury Regulations (TR), Promotion of Access of Information Act, The Constitution of the Republic of South Africa. People management skills. Time management skills. Communication skills (verbal & written). Conflict management and negotiation skills. Report writing skills. Planning and organizing skills. Problem solving skills. Policy analysing and interpretation skills. Computer literacy. Good governance and Batho Pele Principles. Team leadership skills.
<u>DUTIES</u>	:	Manage, design and develop acquisition management policies, processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Manage the execution of the acquisition management plan. Monitor and review the acquisition management activities. Manage the process of collating procurement requirements for the units. Manage the compilation of a Demand and procurement plan for the Units. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract. Manage and control the acquisition function in relation to goods and services, infrastructure demand and ICT demand in the department. Oversee the utilization of the Central supplier Database in the bid/quotation processes. Control and oversee a compliant execution of the bid/quotation processes. Ensure that integrity of all procurement functions is maintained. Manage contracts by ensuring supplier compliance and performance is monitored, managed and reported for corrective measures. Manage logistical support services. Manage the procurement of assets, supplies and services. Manage the vehicle fleet. Manage transport and travelling services. Establish and manage service level agreements with service providers. Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related

administrative function. Establish implementation and maintain efficient and effective communication arrangement. Develop and manage the operation plan of the sub-directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Service on transverse task teams as required. Procurement and asset management for the sub directorate. Plan and allocate work. Quality control of work delivered by employees. Manage and facilitate resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Technical Enquiries: Mr M Ngonyama Tel No: (010) 493 2500
APPLICATIONS : HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771
NOTE : Applications can be via email to: 2025/259/OCJ@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals

POST 39/66 : **SENIOR LAW RESEARCHER REF NO: 2025/277/OCJ**

SALARY : R582 444 - R686 091 per annum (Level 10). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division of The High Court: Johannesburg
REQUIREMENTS : Matric certificate, and an LLB degree at (NQF level 8) or four (4) year legal qualification as recognized by SAQA. A minimum of three (3) years' experience as a Law Researcher. Skills and Competencies: Knowledge of Electronic Information Resources and the ability to access and utilize computer research programmes (Westlaw, LexisNexis, and Jutastat): General Legal Knowledge, Knowledge of operating DCRS/CRT machine, Employment Equity Act, Practice Manual of the Court, Sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles, Computer literacy skills (MS office), Excellent research skills, Report Writing and editing skills, Excellent communication skills (written and Verbal), Problem analysis and solving skills, Planning and organising skills, Decision-making skills, Time management skills, Creative and analytical skills, Ability to meet deadlines, Critical thinker, Strict adherence to high ethical standards, Attention to detail, Flexibility, Time bound, Self-driven, Assertiveness, Creative, innovative and Accuracy.

DUTIES : Provide legal research: Consult with the judiciary in chambers and take instructions, peruse all the material lodged, identify the issue and initiate appropriate research, provide analytical summary of counsels' arguments or written evidence in the court record, Delegate instructions to the researchers, conduct research on electronic databases as per the Judges' request, ensure that all research provided to Judges is comprehensive and accurate. Ensure that draft judgments, articles, and speeches are clear, consistent and comprehensive: Ensure there are no stylistic, syntactical or grammatical errors, Ensure Judgments conform to the accepted writing Style Guide of each Court, Ensure preparation of a comprehensive memorandum on the outcome of the research, Ensure all judgments, articles, speeches and conference papers with respect to spelling and grammar, Double-check all references and footnotes in all judgments and legal articles against the original text to ensure correctness. Assist the Judges with other extra-judicial tasks: Draft speeches, conference papers and legal articles, Ensure that all speeches, conference papers and articles are thoroughly researched, are accurate and of the highest quality, Ensure secretariat functions including Provincial Efficiency Enhancement Committee (PEEC) meetings are being effectively performed, Ensure the judiciary of the Division is up to date on recent developments in case law, practice directives and legislation, Keep abreast of all the landmark judgments / recent developments in the law, changes in legislation and regulations, Ensure researchers attend to publisher related queries (e.g. Juta, Lexis and Saffii) Supervise and develop staff : Ensure general supervision of employees, Allocate duties and perform quality control on the work delivered by officials, Manage leave of staff, Advise and lead supervisees with regard to 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 and Address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486

<u>APPLICATIONS</u>	:	HR enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515
<u>NOTE</u>	:	Applications can be via email to: 2025/277/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 39/67</u>	:	<u>LAW RESEARCHER REF NO: 2025/278/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>	:	North West Division of The High Court: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and an LLB degree or a 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. Exposure in the SCA court environment will be an added advantage. LLM 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 judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Provide support to court personnel with research related queries as assigned.
<u>ENQUIRIES</u>	:	Technical/HR enquiries; Mr O Sebatatso Tel No: (018) 397 7064
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/278/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 39/68</u>	:	<u>LAW RESEARCHER REF NO: 2025/268/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>	:	Labour and Labour Appeals Court: Johannesburg
<u>REQUIREMENTS</u>	:	Matric Certificate and an LLB degree at NQF level 8 or four (4) year recognized legal qualification. A minimum of two (2) years' in the relevant legal experience. A minimum of three (3) years legal research experience will be an added advantage. Basic Conditions of Employment Act and related labour laws & Departmental policies, Knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, Sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles. Communication skills (verbal and written), Problem solving and decision-making skills, Excellent research and analytical skills, Report writing and editing skills, Problem solving skills, Financial management skills, Strategic skills, Analytical skills, Presentation skills, Planning and organizing skills, Computer literacy, (Word, PowerPoint & Excel.). Applied Strategic Thinking, Budgeting and Financial Management, Communication and Information Management, Customer Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organizing, Problem Solving and Decision Making, Project Management and Team Leadership.

<u>DUTIES</u>	:	Provide support to legal research functions for the Judges and other Court officials: Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, Analyse and apply complex legal principles and provide summaries to the judges, Provide research support to judges in the preparation of hearings and trials, Carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, Provide analysis through studying all the relevant material, Study all the relevant material and provide a thorough analysis thereof. Prepare and compile legal opinions: Provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, Research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, Prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear, consistent and comprehensive judgments: Provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, Proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, Quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, Correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation: Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, Keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends
<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 sent via email at 2025/268/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 39/69</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2025/261/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>	:	Land Court: Randburg
<u>REQUIREMENTS</u>	:	A Grade 12 certificate and three (3) year National Diploma in Public Administration / Administrative Management / Public Management/ equivalent qualification at (NQF level 6) with 360 credits as recognized by SAQA. A minimum of two (2) years' experience in administration field and valid driver's license. Knowledge of Risk Management, Security, Facility and OHS will serve as 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.
<u>DUTIES</u>	:	Provide support to the senior managers with daily clerical tasks. Keep up breast 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 on the work delivered by officials. Manage leave of staff. Advise and lead supervisees with regard to 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. Formulate administration policies. Review office policies and procedures Update existing protocols and office policies. Communication skills (verbal & written), Problem solving skills, Good public relations skills, 29 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 collecting

		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. 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.
<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 via email to: 2025/261/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 39/70</u>	:	<u>PRINCIPAL LIBRARIAN REF NO: 2025/262/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>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and a three (3) year National Diploma/Degree in library and information science/studies qualification or equivalent at NQF level 6 with 360 credits as recognized by SAQA. A minimum of 2 years' experience in Library and Information Systems. A post graduate qualification in library and information science/studies and a legal environment experience will be added advantage. Knowledge of and experience legal library environment as well as comparative research and international legal matters. in South African as well as comparative and international legal matters. Computer Literacy (MS Office, Power point, Outlook, Word, excel & Internet). Report writing skills, Research and planning skills. Excellent communication skills (written and verbal). Interpersonal Relations. Knowledge of Library OPAC systems.
<u>DUTIES</u>	:	Develop the catalogue in line with the international library standards; Download the best bibliographic records from Smartport and OCLC. Ensure the distribution of catalogued materials; Ensure materials are easily retrieved from shelves. Administer the classification of the library collection. Coordinate and maintain collections relating to previous editions and non-book materials; Identify and remove reference works and serial publications from the general book collection. Ensure that catalogued materials are relevant to library users' needs. Update and administer previous editions. Coordinate assets management within the Constitutional Court library. Conduct asset verification and stocktaking of the library materials. Bar code and ad records to library management system and entries in the library asset register. Remove outdated books from shelves. Update the library system and asset register with the written off previous materials. Ensure the implementation of disposal of books. Attend to queries relating to unverified library materials. Supervise and develop staff; Ensure general supervision of employees; Allocate duties and perform quality control on 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. Attend to enquires and provide advice and guidance on asset allocation and control; Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Technical enquires: Mr A Mdletshe Tel No: (011) 359 7400/7472 HR related enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/262/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 39/71</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/263/OCJ</u> (12 months non-renewable contract)
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Limpopo Division of The High Court: Thohoyandou
<u>REQUIREMENTS</u>	:	Grade 12 certificate. A minimum of 20 modules completed towards an LLB or Bachelor of Law Degree (results must accompany the application). A minimum of one (1) year secretarial experience in a superior court environment. A valid driver's license. An LLB Degree 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 care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Office) 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.

DUTIES

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that the 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 (judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the judge is ordered and collected. To ensure that the court files are ready and the judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the reviews register is up to date and signed on receipt and return of reviews to the Review Clerk. To ensure that the register/template of the reserved judgment is updated notifying the Statistics Officer as well as the office of the 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. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them of how the judgment will be handed down. To ensure that the bench book of the judge is prepared and files are in court before the court starts or before the judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before judge can allow parties to start with their matters. 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 the judge in court. To ensure that all travel and accommodation arrangements are in order and made on time. To ensure that the judge's logbook is submitted on or before the 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance 82 and/or service. To remind the judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of cell phone and data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer. Adhere to prescripts, policies, procedures and guidelines.

ENQUIRIES **APPLICATIONS** **NOTE**

: Technical/HR related enquiries: Ms. R.F Mathobela Tel No: (015) 495 1758
: Applications can be sent via email at 2025/263/OCJ@judiciary.org.za
: The Organisation will give preference to candidates in line with the employment equity goals.

POST 39/72

: **JUDGES SECRETARY REF NO: 2025/264/OCJ**

SALARY

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

CENTRE **REQUIREMENTS**

: KZN Division of The High Court: Durban
: Grade 12 certificate, a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree. A minimum of two (2) secretarial experience a valid driver's license, an LLB Degree, Bachelor Law Degree will serve as an added advantage and results must accompany the application, 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</u>	: Technical enquiries: Ms K Marais Tel No: (031) 492 5562 HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	: Applications can be sent via email at 2025/264/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the employment equity goals.
<u>POST 39/73</u>	: <u>JUDGE'S SECRETARY REF NO: 2025/269/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</u>	: KwaZulu Natal Division of The High Court: Pietermaritzburg
<u>REQUIREMENTS</u>	: A Grade 12, LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law degree. A minimum of two years secretarial experience. Shortlisted candidates will be required to pass a typing test. A valid driver's license. Skills and Competencies: Communication skills (verbal and written), Administration skills, Planning and Organizational skills, Exceptional Interpersonal skills, Customer service skills, Excellent Typing skills including Dictaphone typing, Time Management skills, Proficiency in Microsoft Office Programs, Research capabilities, Problem solving, Good Judgment and Decision-Making skills, Proficiency in English, Display maturity, Assertiveness and Confidence to interact at all Levels, Maintain Positive attitude, Good Interpersonal Relations with ability to Take charge, Able to work under pressure, Ability to multitask, Ability to take charge, Flexible, Patience and kindness, Professionalism, Maintain a positive attitude. 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 Secretarial support to the Judiciary: Diarize the appointments and meetings of the Judge, type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library, ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge. Provide support functions to Civil, Criminal and review matters/courts and case allocations in chambers: Collect the files before the commencement of a criminal matter from the Registrar's office at the Criminal section, keep update the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders, ensure that the Heads of Arguments from various stakeholders are available to the Judge as per the filing that was done. Provide support functions to civil / criminal courts: Ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the

commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, administer the correct Oath ID or declaration in court, when required, ensure that in the Criminal Court exhibits are handled, controlled and noted professionally. Provide general administrative support to the Judiciary: ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, Ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, Ensure the submissions of Cell phone and 3G data claims for process purposes, ensure that all updates on the loose leafs in the Judges library are attended to (in dispute)

ENQUIRIES : Technical enquiries: Mr MN Zondi Tel No: (033) 345 8211
HR enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
APPLICATIONS : Applications can be sent via email at 2025/269/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 39/74 : **JUDGE'S SECRETARY REF NO: 2025/270/OCJ**

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

CENTRE : Constitutional Court: Braamfontein
REQUIREMENTS : Grade 12. Driver's Licence. An LLB degree or a minimum of 20 modules completed towards an LLB, BA (Law), BCom Law degree, Knowledge of Court Online system, and a minimum of one-year secretarial experience will serve as an added advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Communication skills (verbal and written), Administration skills, Planning and Organisational skills, Exceptional Interpersonal skills, Customer service skills, Excellent Typing skills including Dictaphone typing, Time Management skills, Proficiency in Microsoft Office Programs, Research capabilities, Problem solving, Good Judgment and Decision-Making skills, Proficiency in English, Display maturity, Assertiveness and Confidence to interact at all Levels, Maintain Positive attitude, Good Interpersonal Relations with ability to Take charge, Able to work under pressure, Ability to multitask, Ability to take charge, Flexible, Patience and kindness, Professionalism, Maintain a positive attitude.

DUTIES : Provide general secretarial/administration duties to the DCJ. Typing (or Formatting) of draft memorandum decisions, opinions or judgments entries written by or assigned by the DCJ. Manage and type correspondence, draft directions, and judgments for the DCJ. Arrange and Diarise appointments, meetings and official visits and make travel and accommodation arrangements. Update files and chamber documents and provide such copies of documents as is necessary, to the Registrar. Store, keep and file court records safely. Manage the DCJ's vehicle logbook. Compile data, statistical reports, and documents for the DCJ and Registry section as and when this is required. Manage expense reports, financial disclosure statements, and case management reports.

ENQUIRIES : Technical enquiries: Ms. Z Sondlo Tel No: (011) 359 7458
HR enquiries: Ms. K Mokgathe Tel No: (011) 359 7575
APPLICATIONS : Applications can be sent via email at 2025/270/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 39/75 : **REGISTRAR REF NO: 2025/271/OCJ**

SALARY : 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.

CENTRE : Gauteng Division of The High Court: Pretoria
REQUIREMENTS : Matric plus an LLB degree or four (4) year legal qualification at (NQF level 7) and A minimum of two (2) years' legal experience obtained after qualification.

	Superior Court or litigation experience will be added advantage and a Valid code B or code EB driver license. Skills and Competencies: Knowledge of registry duties, Knowledge of Case Flow Management, legislative framework governing the public service, storage and retrieval procedures in terms of the working environment, Batho Pele Principles, excellent communication skills (verbal and written), computer literacy, numerical skills, planning, organizing skills, problem solving and decision-making skills, interpersonal skills, conflict management skills, time management skills, decision making skills, analytical skills, honesty and integrity, resilience, attention to detail, flexibility, strong work ethics, professionalism, time bound, meticulous, honesty/Trustworthy and Observance of confidentiality.
<u>DUTIES</u>	: Process default judgments to enhance efficiency of the court in handling of quasi-judicial functions: Determine whether pleadings/ processes comply with the court rules, consider applications for default judgment (Rule 31[5]) – by applying Court rules and regulations, case law, discretion and knowledge, capture accurate outcome of discretion applied on the file cover, ensure circulation of the outcome to the relevant litigating party, capture and update accurate Default applications register and data tool registered in the Office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician. execute taxations to enhance efficiency of the court in handling of quasi-judicial functions: Determine whether pleadings/ processes comply with the court rules, tax bills of cost - by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs. Process and finalize Opposed and Unopposed Taxations in accordance with SOP, deal with and finalize taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, finalize taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the Office, submit reporting Tool on Taxations to the Statistician, verify data and submit reporting taxations dealt with by Registrars to the Statistician. Manage criminal/civil process to enhance efficiency of the court: Analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, co-ordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the collation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools, Maintain and update manual registers for Audit of reported Performance information. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to 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, address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	: Technical enquiries: Ms N Shandu Tel No: (012) 315 7602 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	: Applications can be sent via email at 2025/271/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 39/76</u>	: <u>REGISTRAR REF NO: 2025/265/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>	: North West Division of The High Court: Mmabatho
<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: Mr O Sebatatso Tel No: (018) 397 7064 HR Enquiries: Ms K Zwane Tel No: (018) 397 7114
<u>APPLICATIONS</u>	:	applications can be sent via email at 2025/265/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 39/77</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/272/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance
<u>CENTRE</u>	:	Mbombela High Court
<u>REQUIREMENTS</u>	:	Grade 12, No experience required. Driver's license will be an added advantage. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives, Batho Pele Principles, Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills, ability to work under pressure, self-motivated, accuracy , ability to work independently, attention to detail, teamwork and Flexible.
<u>DUTIES</u>	:	Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondence. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing administration and filing of all appeals and applications for Leave to appeal. Provide administrative support in the Registrar's office. Prepare, analyse and submit court statistics. Maintain and keep all registers for civil and criminal matters including the provisional rolls. Upload and update case information on registrar's tools, court online and Caseline. Render efficient and effective support services to the court. Issue court processes at the General Office including online. Render case management duties. Attend and oversee to public queries. Filing and archiving civil processes. Provide any other administrative support in general as required by the Chief Registrar or Court Manager.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr. M Masekoameng Tel No: (013) 758 0000 HR enquiries: Mr. SJ Zwane Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/272/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 39/78</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/273/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). 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, No experience required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized

by SAQA will be an added advantage. Driver's license will be an added advantage. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives, Batho Pele Principles, Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills, ability to work under pressure, self-motivated, accuracy, ability to work independently, attention to detail, teamwork and Flexible.

DUTIES : Perform clerical and administrative work within the Court: Register/ allocate case numbers to all pleadings and court documents received, ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney, Update the file of return service/s proof services and Safe-keep and dispose of case records. Handle court's request files: Retrieve the requested file and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematically recording of court files, keep record of requests received from litigants. Render case management duties: Attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), monitor files and records as per the case Management. Provide support with administrative registrar: Submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescriptions and leave policies, prepare and sign performance agreement timeously.

ENQUIRIES : Technical enquiries: Ms N Shandu Tel No: (012) 315 7602
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email at 2025/273/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 39/79 : **ADMINISTRATION CLERK (CRT) REF NO: 2025/274/OCJ**
(12 months non-renewable Contract)

SALARY : R228 321 – R268 950 per annum (Level 05), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance.

CENTRE : Limpopo Division of The High Court: Thohoyandou
REQUIREMENTS : A grade 12 certificate. No experience required. A valid driver's license will be an added advantage. Skills and Competencies: Knowledge of the digital recording process e.g. system tests, recording equipment is properly functional, fault reports, Knowledge of court proceeding, digital filing system, manual filing system, Technical Skills, Communication skills, Interpersonal relations , Typing, Computer literacy (MS Office), Problems solving skills, Administration skills, Ability to work independently, Ability to work under pressure, Team participation, Understanding of confidentiality in Government, Flexible and Attention to detail. 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 administrative support in pre-recording of court proceedings: Check the readiness of the court prior the court proceedings, Test the CRT machine (Circuit court and local court) and reports all faults detected on the machine, capture cases set down on the CRT machine and the court book/J406, Pre-schedule the cases prior to commencement of the court proceedings. Proper recording of court proceedings: Record court proceedings as per the level of court, Add parties' details per court appearance and add related annotations for the case type in session, Pause and resume the recorder during court session breaks, and stop at the end of the day, Set up and operate the equipment for testifying in the Children's court, Annotate all the postponed cases, Conduct regular backups of data and transfer court recordings at the end of the week, Utilise the headphones to monitor accurate recording of the court proceedings. Perform playback events during or after the session: Attend to request for playback to verify court orders and download to CD/USB, Retrieve and download cases on request, Playback the court recording to detect any discrepancies on the recordings, Inform the Judge immediately when

discrepancies are detected. Attend to general administrative functions for court administration: File and check audio CD's in the strong room/Court Recording Technology office, submit work performed at the circuit court immediately upon arrival, Update backups of audio CD's, Download CD's for transcription for the running record, attend to queries relating to court recordings and arrange own travelling to circuit courts in advance.

ENQUIRIES : HR Enquiries: Ms RF Mathobela/ Ms EM Ramaphakela Tel No: (015) 498 1758/1744

Technical enquiries: Mr. BM Tjiane Tel No: (015) 495 1447

APPLICATIONS : Applications can be via email to: 2025/274/OCJ@judiciary.org.za

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 39/80 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2025/275/OCJ**

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

CENTRE : Land Court: Randburg

REQUIREMENTS : Grade 12, No experience required. A driver's license will be added as an advantage. Skills and Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics, Basic knowledge and insight of the Public Service financial, legislation, procedures and Treasury regulations (PFMA, PSA, DFI), Knowledge of basic financial operating systems (BAS), Basic knowledge of work procedures in terms of work environment, Knowledge of legislative framework governing the public sector, Batho Pele Principles, 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. 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 : Capture invoices and creation of Creditor Payment Advises: Verify the invoices on quantity, price, VAT, item description and supplier details to" address and the VAT registration number, where applicable, Capture correct information on JYP which will be defaulted to the Creditor payment advice, Attach all the relevant prescript documentation to the Creditor Payment Advice, Maintain a computerised or manual register of all payments processed to track the status of such invoices, Provide pertinent information on the state of Department's creditors to the DCO and Director Finance, Maintain and update the Procurement Status Report with detail of the relevant transactions. Render demand and acquisition clerical support, Carryout and Implement preference points system with appropriate goals per commodity in terms of preferential procurement policy objectives, provide secretariat or logistical support during the bid consideration and contracts conclusion process, Check If there is a VAT number, distribute store items to the end-user in the absence of the responsible person, Maintain a PCC file with all the relevant documents. Process Purchase Orders (PO): Verify if contract existing in a PO should be placed for the item on contract, Verify and capture source documents and place the order with the supplier, Verify the price on the quotation or competitive bidding method of procurement should be applied within the delegated authority, Draft Letters of Awards in cases of the unavailability of JYP and other urgent circumstances. Send properly signed purchase orders in regard of all goods and service requests to suppliers which is endorse with the official stamp. Render and record all procurement transactions: Provide support in monthly reporting for supply chain management department, administer supply chain day-to-day duties for procurement of goods and services, ensure proper filling, recording and safe keeping of documents for audit purposes and administration of stores and Compile SCM reports on orders issued.

ENQUIRIES : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316

HR Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be via email to: 2025/275/OCJ@judiciary.org.za

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals

<u>POST 39/81</u>	:	<u>DATA CAPTURER REF NO: 2025/276/OCJ</u>
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04). The successful candidate will be required to sign a performance
<u>CENTRE</u>	:	Land Court: Randburg
<u>REQUIREMENTS</u>	:	Grade 12 (NQF level 4). No experience required and A driver's license will serve as an added as an advantage. Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, Knowledge and understanding of legal framework governing the public service, Knowledge of administrative principles and procedures, Knowledge of a variety of MS Excel Spreadsheet functions, data input, Power Point and Outlook, excel autofill and formulas, formatting cells, number formatting, sort, and filter, Batho Pele Principles, Computer literacy in MS Word and Excel, Communication skills (verbal and written), Technical skill, Time management, Interpersonal and diplomacy skills, Computer Literacy skills, Organisations skills, Problem solving skills, Planning skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive, Flexible and Confidentiality.
<u>DUTIES</u>	:	Render data capturing service: Capture data from available records into the required formats e.g. databases, table and spreadsheets, verify query missing data and errors observed during data entry, Review and validate all data from the records, conduct regular data backups, provide information to components, Capture applications on a master list database. Conduct personnel suitability verification process: Capture fingerprints for the candidates invited for interviews and upload to the system, conduct personal suitability checks (criminal, citizen ship, reference checks and verifications of qualifications) for recommended candidate, Receive the outcomes from the service provider and consolidate verified data, compile a report based on the outcome (negative) of the service provider to vetting for further investigation. Provide administration support services within the sub directorate: Conduct safe keeping for all data captured document of recruitment and selection, Keep and maintain all recruitment and selection records accurately according to the Recruitment and Selection Check List and Appointment Check List, Open office files for all advertised positions, File and archive old applications, Provide secretariat support services to the meetings, Provide support with stationery supplies within the sub-directorate. Collate, analyse and interpret statistics: Apply standing, policies and procedures/guidelines for the interpretation of data, Prepare information and data from a specific project, Analyze data by identifying trends and patterns specific and Produce reports that are practical, accurate and reliable.
<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 via email to: 2025/276/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 39/82</u>	:	<u>MESSENGER REF NO: 2025/266/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>	:	Gauteng Division of The High Court: Johannesburg
<u>REQUIREMENTS</u>	:	A Grade 10 or ABET (NQF level 2) certificate and a driver's license. A minimum of one (1) year driving experience in corporate driving will be an added advantage. Skills and Competencies: Sound organizational skills, Good people skills, Basic written Communication skills, Computer literate (MS Office), Good Communication skills, Report writing skills, listening skills, Problem solving and Analysis, Time Management, Client Orientation, Customer Focus. Knowledge of the procedures to operate the motor vehicle, prescripts for the correct utilisation of the motor vehicle and procedures to ensure that the motor vehicle is maintained properly. Flexible, Ability to work under pressure and meet deadlines, Creative and innovative, Confidence, Team work, Accountability and Attention to detail.
<u>DUTIES</u>	:	Perform messenger functions: Sort and arrange correspondences in the registry, record and control correspondence register, sort mail, files, documents and parcels, record contents and physical addresses in the delivery book/register. Gather and distribute mails and files: Collect, distribute and circulate correspondences (mail, parcels, documents and files), collect and

deliver mail, files, documents and parcels to/from addressor, collect sealed and addressed items, ensure that the recipients sign on the delivery book/register. Perform general office assistant tasks, make copies, fax and shred documents, handle routine and ad-hoc administrative tasks i.e. collect office consumables, ensure proper and secure control over movement of documents, maintain accurate and up to date schedule trip sheets i.e. log official trips. Monitor the State of the vehicle: Ensure that state vehicle is roadworthy, report any accidents and incidents on the vehicle's conditions report, issue the officials with trip authority and book vehicle for service.

ENQUIRIES

: Technical enquiries: Ms. M Tshilongo Tel No: (010) 494 8440

HR enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS

: Applications can be sent via email at 2025/266/OCJ@judiciary.org.za

NOTE

: The Organisation will give preference to candidates in line with the Employment Equity goals