

<u>POST 43/97</u>	:	<u>DATA CAPTURER REF NO: 2025/2599/OCJ</u> 12 Months Non-Renewable Contract
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04). plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience required. Working experience in the HR environment will be an added advantage. Knowledge of clerical duties, practices as well as the ability to capture data. Skills and Competencies: Batho Pele principles, Knowledge of working procedures in terms of the working environment. Effective communications skills (written and verbal), Good interpersonal skills, Computer Literacy Skills, Customer Services, Planning and organizing skills, Problem solving skills, Analytical skills, Numeric 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.
<u>DUTIES</u>	:	Render data capturing service, contribute to organizational efficiency, provide general administration functions, Verification and quality control of data, attend to data related queries.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr A Khadambi Tel No: (010) 493 2527 HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/2599/OCJ@judiciary.org.za
<u>NOTE</u>	:	Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 43/98</u>	:	<u>TYPIST REF NO: 2025/346/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>	:	Mpumalanga Division of The High Court: Middleburg High Court
<u>REQUIREMENTS</u>	:	Grade 12. No experience required. Minimum typing speed of 35wpm. A valid Driver's license will serve as an advantage. Knowledge and Skills: Knowledge of the legal terminology, court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (Microsoft Office). typing skills (speed 35 words per minute) good communication skills (written and verbal). good interpersonal relations, planning and organization skills. good problem-solving skills. accuracy and attention to details. ability to work under pressure. good time keeping. Telephone etiquette.
<u>DUTIES</u>	:	Type court orders, court documents and reports. Type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports. Type Rule 6(12) orders and make available in terms of the rule. Type judgments. Sort and distribute incoming and outgoing files. Make amendments on judgments as per judges' request/instruction. Compile term roll, week roll and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazetted terms. Type supplementary rolls. Compile and submit relevant orders and judgments to relevant stakeholders. Provide Advocates enrolment orders to the Department of Justice and Constitutional Development. Send all judgments provided to the typing unit, in the required format, to the elected person (for reporting purposes on Saflii)
<u>ENQUIRIES</u>	:	Technical enquiries Ms DY Seswene Tel No: (013) 492 2213 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/346/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 43/99</u>	:	<u>HANDYMAN REF NO: 2025/347/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 & Labour Appeals Court: Cape Town
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 3) or equivalent qualification. A valid driver's licence. 3 Years' experience in handyman or general worker environment in areas including but not limited to plumbing, electrical, repair and maintenance work. Grade 12 and/or a trade test certificate in plumbing, electrical, bricklaying,

		carpentry or mechanical will be an added advantage. Skills & Competencies: Knowledge of the Occupational Health and Safety Act. Knowledge on how to operate hand and power tools. Knowledge of building infrastructure layouts. Basic Computer literate. Communication skills. To work as part of a team. Reliability. Hard working. Problem solving skills. Innovation. Ability to work independently. Must be semi-skilled in trades of plumbing, electrical, bricklaying and carpentry or mechanical. Must be willing to do all other general worker duties when required to do so and be keen to learn. Must be physical healthy. Experienced driving capabilities.
<u>DUTIES</u>	:	Perform minor general building maintenance and repairs. Attend to minor plumbing, electrical, bricklaying, mechanical, carpentry and general handyman duties. Conduct routine inspections of the building on a daily, weekly and monthly basis to identify faults, breakages and general maintenance needs. Report unauthorised movement of equipment. Attending to general work as required, including driving Judges' vehicles for repairs, servicing, car washes, drop off and pickups from and to the airport and purchasing of goods for the office.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr RAF Wesso at (087) 106 1775 HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/347/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 43/100</u>	:	<u>SECURITY OFFICER REF NO: 2025/348/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>	:	Northern Cape Division of The High Court: Kimberley
<u>REQUIREMENTS</u>	:	ABET. Level 2/ Grade 10, A relevant experience required. A valid driver's license. Basic Security Officer's course registered with PSIRA: Knowledge and Skills: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations. Knowledge of the access control procedures. Knowledge of measure for the 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, Good Communication skills, Computer skills, Time management skills, Analytical skills.
<u>DUTIES</u>	:	Perform access control functions. Determine whether visitors have appointments/or the service that visitor requires. Contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point. Utilise walk-through metal detector for the effectiveness of access control. Report all the identified security breaches and non-compliance to the Supervisor. Ensure that unauthorised persons and dangerous object do not enter the building/premises. Ensure that the admission control register is completed and issue admission control documents/ cards as required. Ensure that equipment, document and store do not leave or enter the building or premises unauthorised. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and the prescripts. Ensure that the registers control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores as assets of the department leave the building /premises unauthorised. Operate control room security equipment's. Report all incidents monitored, report to the supervisor. Report all identified non-compliance to security policy and procedures to improve office security. Ensure that security system is in good working condition. Monitor all access points for effective access control. Monitor all movements, events, and activities within the department's premises using CCTV equipment's. Ensure safety in the building and premises. Undertake building/ and the primes patrols to identify and check. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management. Monitor and respond to alarm system. Ensure all incidents are recorded in the occurrence books/registers. Update the information on the occurrence book/register as and when required. Liaise with supervisor to verify information recorded. Ensure that recorded information is correct.