

obligations within each section. Submit leave plan for the section per annum. Ensure that the time frames for submission of leave forms are complied. Ensure that planned leave is submitted 5 days prior to commencement of leave and reporting. Ensure that sick leave is submitted within 5 days of taking leave. Submit attendance registers to Human Resources office for verification against PERSAL. Maintain a register of all correspondence/ enquiries received where on the date of receipt and brief nature etc. is recorded. Nominate officials for training. Check physical section and work of the sub-ordinates under your control. Prompt application of disciplinary measures for non-compliant subordinates. Implement consequence management where persistent non-compliance is identified. Coordinate completion and submission of performance agreement/ job description and assessment of official's performance in accordance with PDMS policy.

- ENQUIRIES** : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316  
**APPLICATIONS** : HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515  
**NOTE** : Applications can be sent via email to: [2025/383/OCJ@judiciary.org.za](mailto:2025/383/OCJ@judiciary.org.za)  
**OCJ** will give preference to candidates in line with the departmental Employment Equity goals.
- POST 02/89** : **ADMINISTRATION CLERK (DRCS) REF NO: 2025/385/OCJ**
- SALARY** : R228 321 - R268 950 per annum (Level 05) per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Land Court: Randburg  
 Applicants should be in possession of a grade 12 (NQF4) certificate or equivalent. No previous experience required and valid Driver's License. Skills and Competencies: Good Communication skills (written and Verbal) Good Administration and Organizational skills; Customer service skills and ability to work under pressure; good interpersonal and public relations. Team work. The following will serve as an added advantage: court administration or court related functions with regard to court recordings. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment methods to determine the candidate's suitability based on the posts' technical and generic requirements.
- DUTIES** : 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. 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. Utilize the headphones to monitor accurate recording of the court proceedings. 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. 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. Arrange own travelling to circuit courts in advance.
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- POST 02/90** : **HANDYMAN REF NO: 2025/386/OCJ**
- SALARY** : R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Land Court: Randburg  
 Grade 10, ABET level 3 or recognized trade certificate. A minimum of (01) year experience in the relevant field. 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 physically healthy. Experienced driving capabilities.

- DUTIES** : Relocate office equipment as and when required. Coordinate removal of damaged office disposal and repair/replace broken furniture. Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains. Fit and fix doors and locks. Ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed. Oversee the quality of office equipment delivered. Report breakages to the supervisor for repairs by the landlord. Repair damaged office equipment. Attend to minor repairs. Sign job cards for services rendered by service providers. Oversee building maintenance rendered by service providers. Accompany landlord and contractors during repairs/maintenance. Record inspection done on infrastructure. Keep all records of all maintenance done at the national office.
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