

<b><u>DUTIES</u></b>	:	exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
	:	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 recoding 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.
<b><u>ENQUIRIES</u></b>	:	Technical/HR Related Enquiries: Mr OPS Sebatso Tel No: (018) 397 7064/7004
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email to: <a href="mailto:2025/409/OCJ@judiciary.org.za">2025/409/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<b><u>POST 06/61</u></b>	:	<b><u>ASSISTANT LIBRARIAN REF NO: 2025/410/OCJ</u></b>
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Supreme Court Of Appeal, Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a Grade 12 certificate; no experience is required. Matric or equivalent Relevant experience will be an added advantage. Knowledge of library and information science matters, prescripts, legislation, procedures and processes and library services. Experience in a legal / law library will serve as an added advantage. A three (3) year National Diploma/Degree in Library Science, Information Science or equivalent qualification will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Customer service oriented. Administrative and organizational skills. Accuracy and attention to detail. Problem solving skills and ability to work under pressure. Flexible and reliable. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment. 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>	:	Assist the Librarian to perform all aspects relating to the library's operations. Assist with classifying and cataloguing. Assist with tracking of library collections. Assist with annotations and updating of legislation. Circulation of legislation (Journals and Government Gazettes). Verify orders and file the library materials accordingly. Continuously review library collections for duplicate, obsolete or suspended materials. Keep and maintain library registers. Conduct annual stock taking. Perform any other library administrative duties.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Ms Z. Gxabuza Tel No: (051) 492 4588 HR Related enquiries: Ms D.S.J Peters Tel No: (051) 492 4573
<b><u>APPLICATIONS</u></b>	:	Applications can be submitted via email at <a href="mailto:2025/410/OCJ@judiciary.org.za">2025/410/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity.
<b><u>POST 06/62</u></b>	:	<b><u>TYPIST REF NO: 2025/411/OCJ</u></b>
<b><u>SALARY</u></b>	:	R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Eastern Cape Division of The High Court: Bhisho