

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**

- POST 05/285** : **ASSISTANT DIRECTOR: JUDICIAL SUPPORT REF NO: 2025/401/OCJ**
- SALARY** : R468 459 – R551 823 per annum (Level 09), (The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court of Appeal: Bloemfontein
- REQUIREMENTS** : Applicants should be in possession of a National Diploma in Office Management/Business Administration/Relevant qualification at (NQF level 6). A minimum of three (3) years' relevant experience in an administrative office management environment. Knowledge of relevant legislation, policies and prescripts. Knowledge of online court systems. Knowledge of information resources and online retrieval of information. 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 Skills and Competencies: Good communication skills (verbal and written). Facilitation skills. Report writing skills. Presentation skills. Problem solving and decision-making skills. Interpersonal relations. Organisational skills and the ability to multitask. Professional telephone manner. People management and empowerment. Strategic capability and leadership skills. Ability to work under pressure. Assertiveness. Meticulousness.
- DUTIES** : Provide judiciary administrative support services. Manage the administration in the office of the judge. Arrange and diarize meetings and appointments involving the judge. Coordinate all engagements related to the office of the judge. Ensure attendance on all queries addressed to the office of the judge. Attend to general correspondence in the office of the judge, including but not limited to drafting and compiling all memos, letters, reports and presentations, by the judge. Coordinate and administer leave management of the office of the judge. Ensure effective management of the judicial matters and resources within the office of the judge. Attend to correspondence in relation to reserved judgments as well as complaints arising from reserved judgments. Coordinate arrangements for the reconstruction of delayed appeals records. Facilitate the monthly reserved judgments statistics and updating the reserved judgments register. Administer the budget of the office of the judge. Collect and coordinate inputs from all role players including all necessary documentation to inform the budgetary processes. Source and certify the correctness of invoices and statements regarding expenditure in the judge's office. Provide logistical support services for the judge. Coordinate all logistics for meetings and other engagements of the judge, including the submission of reports and presentations as well as the implementation of resolutions emanating from such meetings. Ensure necessary secretariat support in all meetings chaired by the judge. Manage travel arrangements and complete documentation for approval. Provide a record management function, including collection, distribution, retrieval and filling of records.
- ENQUIRIES** : Technical Related Enquiries: Mr V.Z.J Zwane Tel No: (051) 492 4696  
HR Related Enquiries Ms N. De La Rey/Ms D. Peters Tel No: (051) 492 4585/73
- APPLICATIONS** : Applications can be sent via email at [2025/401/OCJ@judiciary.org.za](mailto:2025/401/OCJ@judiciary.org.za)
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 05/286** : **JUDGE SECRETARY REF NO: 2025/402/OCJ**
- SALARY** : R325 101 - R 382 959 per annum (Level 07). The successful candidate will be

		required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Land Court: Randburg Applicants should be in possession of a Grade 12. A minimum of one (01) to two (2) years secretarial experience. A valid driver's license. An LLB Degree, Bachelor of Law Degree or a minimum of 20 modules completed towards an LLB, BA or Bachelor of Law Degree will serve as an advantage and results must accompany the application 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. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality.
<b><u>DUTIES</u></b>	:	Ensure attendance and screening of all incoming and outgoing calls. Ensure that appointments and meetings of the Judge are diarized. Ensure that the judgments are typed and filed when delivered. Ensure that 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. Ensure that all incoming and outgoing documents are recorded and filed. Ensure that stationery for the Judge is ordered and collected. Ensure that before the commencement of a Criminal matter the file/s are collected from the Registrar's office at the Criminal section and be made available to the Judge. Ensure that the register of reviews is up to date and signed on receipt and return of the reviews to the review Clerk. Ensure that the register/template of the reserved judgement is updated and notifying the Statistics Officer as well as 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 (when the Senior Judge allocated matters to the Junior Judges) for Opposed Motion and Urgent Court and distribute to stakeholders. Ensure that the Heads of Arguments from various stakeholders (Legal Practitioners and In- person Litigants) are made available to the Judge as per the filing that was done. Inform all parties involved via email and or telephonically of time and date when Judgments and Reserved Judgements will be handed down. 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. Record the outcome of each matter. Before end of proceedings to verify that each matter on the roll has been called and is furnished with an outcome. Ensure that the correct Oath ID or declaration is administered in court, when required. Ensure that in the Criminal Court exhibits are handled, controlled and noted professionally. Prepare an exhibit bundle during and after court proceedings whereby exhibits are flagged and marked as per the Judges instructions. Ensure that the correct order is endorsed on the file, on Court Online and or on Case-lines after it is granted by Judge in court. Ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior 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 court roll/s is submitted to the Statistical Officer. Ensure that all updates on the loose leafs in the Judges library are attended to (in dispute).
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/402/OCJ@judiciary.org.za">2025/402/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 05/287</u></b>	:	<b><u>REGISTRAR'S CLERK REF NO: 2025/403/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 REQUIREMENTS</u></b>	:	Mpumalanga Division of The High Court: Middelburg Applicants should be in possession of a Grade 12 certificate; no experience is required. A three year National Diploma at NQF 6/relevant qualification with