

Management/ Quasi-Judicial Functions; Manage Service Level Agreement Framework and Managing Strategic Court Efficiency Projects and Best Practices; Information and Case/ Court Documentation Management System; Safeguard case records in accordance with prescripts; Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.

ENQUIRIES : Technical /HR enquiries: Mr S Mponzo Tel No: (043) 726 5217
APPLICATIONS : Applications can be sent via email at 2025/405/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 06/56 : **OFFICE MANAGER IN THE OFFICE OF THE JUDGE PRESIDENT REF NO: 2025/404/OCJ**

SALARY : R468 459 - R551 823 per annum (Level 09), (The successful candidate will be required to sign a performance agreement.

CENTRE : Free State Division of The High Court
REQUIREMENTS : Applicants should be in possession of a three-year National Diploma/Degree in Office Administration/Management or relevant qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of three (3) years' relevant experience in an office administration environment. A valid driver's license. An LLB degree will be an added advantage. Managerial/supervisory experience in the legal field will be an added advantage. Skills and Competencies: Knowledge of office management responsibilities, systems and procedures. Excellent communication skills (verbal and written). Ability to interpret the law. Legal writing/drafting /legislative drafting skills. Knowledge of electronic information resources and online retrieval. Strong leadership and management capabilities. Computer literacy (MS Office). Report writing skills. Presentation skills. Problem solving and decision-making skills. Interpersonal relations. Organisational skills and the ability to multitask. Ability to work long hours and under pressure. Meticulousness.

DUTIES : Manage the office of the judge president. Support the judge president in communication with all stakeholders. Management and supervision of judges' support staff and operations. Oversee the administration within the Office of the Judge President and follow up on the judge president's instructions to ensure prompt execution by relevant operational units at the court. Liaise with all stakeholders in the department, Heads of Court, senior managers, judges, national office, legal professional bodies and other stakeholders with regard to matters emanating from the Office of the Judge President and channel communication to both internal and external stakeholders. Prepare presentations and briefing notes for the judge president and disseminate complex information to all relevant stakeholders. Compile, analyse and report progress on a monthly/quarterly basis. Compile all letters, reports, memoranda and presentations. Ensure tracking of timeframes to enable compliance with various deadlines. Manage all the logistical arrangements for the judge president's meetings. Coordinate the submission of meeting reports and circulate thereafter. Provide secretariat support in meetings chaired by the judge president. Ensure the correct application of regulations, resolutions, policies or any other legal source. Execute any duties assigned by the Judge President or a Judge designated by the Judge president.

ENQUIRIES : Technical related enquiries: Mr. L.J Kolosa Tel No: (051) 492 4523
HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4523

APPLICATIONS : Applications can be sent via email at 2025/404/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 06/57 : **STATISTICAL OFFICER REF NO: 2025/406/OCJ**

SALARY : R397 116 – R467 790 per annum (Level 08), (The successful candidate will be required to sign a performance agreement.

CENTRE : KwaZulu- Natal Division of The High Court: Durban
REQUIREMENTS : Applicants should be in possession of a National Diploma in Statistics/ Mathematics/ Economics/ Econometrics/ equivalent qualification at (NQF level 6) with 360 credits as recognised by SAQA. A minimum of two years working experience in a statistical environment. Shortlisted candidates will be required to take a pre, entry technical test. A driver's license and experience in a court environment will be added, advantage, Skills and Knowledge: Knowledge and