

		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

360 credits as recognised by SAQA will be an added advantage. 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. Knowledge and Skills: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, administrative skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated

**DUTIES**

: Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondence. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing administration and filing of all appeals and applications for Leave to appeal. Provide administrative support in the Registrar's office. Prepare, analyse and submit court statistics. Maintain and keep all registers for civil and criminal matters including the provisional rolls. Upload and update case information on registrars' tools, court online and Caseline. Render efficient and effective support services to the court. Issue court processes at the General Office including online. Render case management duties. Attend and oversee to public queries. Filing and archiving civil processes. Provide any other administrative support in general as required by the Chief Registrar or Court Manager. Perform clerical and administrative work within the Court: Register/ allocate case numbers to all pleadings and court documents received, ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney, Update the file of return service/s proof services and Safe- keep and dispose of case records. Handle court's request files: Retrieve the requested file and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematically recording of court files, keep record of requests received from litigants. Render case management duties: Attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet).

**ENQUIRIES**

: Technical Related Enquiries: Ms DY Seswene Tel No: (013) 492 2213  
HR Related Enquiries: Mr SJ Zwane/ Mr MV Maeko Tel No: (013) 758 0000

**APPLICATIONS**

: Applications can be via email to: [2025/403/OCJ@judiciary.org.za](mailto:2025/403/OCJ@judiciary.org.za)

**NOTE**

: OCJ will give preference to candidates in line with the departmental Employment Equity goals