

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

understanding of the legislative framework, governing the public service, Knowledge of working procedures in terms of the working, environment, Knowledge of relevant policies and strategies Excellent Communication skills, (written and verbal), good presentation/facilitation skills, sound interpersonal skills, Problem, solving and analysis skills. Decision making skills, Computer literacy skills, Planning and, organizing skills, Numerical skills, Statistical analysis and Report writing skills. 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.

DUTIES

: Collate, analyze, interpret statistics and advise management on findings. Apply standing instructions, policies, and procedures/guidelines for the interpretation of data. Analyse data by identifying trends and patterns specific to the Region. Process information and data received. Package the analysed data as per requirements. Update and assure quality information input on database. Maintain database which contains various datasets. Coordinate training of data collectors and the development of training manuals. Develop and review collection guidelines and training manuals. Develop training plans and standardized training manuals for data collection. Perform detailed analysis and interpretation of statistical data Coordinate training in data processing procedures. Coordinate the development of training manuals. Administer data collection instruments and surveys within the Region. Consolidate data provided by the Judges' secretaries and Registrars. Verify and quality check the data provided. Ensure to follow-up on any outstanding data. Establish channels for the collection of data within the Region. Conduct Verification of Quasi - Judicial files and Judiciary information validation of monthly, quarterly and annual figures. Verify Quasi-Judicial files against the tool. Verify the court rolls against the information provided on the judges' secretary's tool, Verify the Reserve Judgements files against the tool.

ENQUIRIES

: Technical related enquiries: Mrs K Marais Tel No: (031) 492 4699
HR Related enquiries: Ms SZ Mvuyana Tel No. (031) 493 1723

APPLICATIONS

: Applications can be sent via email at 2025/406/OCJ@judiciary.org.za

NOTE

: The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 06/58

: **JUDGE'S SECRETARY REF NO: 2025/407/OCJ**
(One (1) Year Contract)

SALARY

: R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

: Constitutional Court: Braamfontein

REQUIREMENTS

: Applicants should be in possession of a. A Grade 12 Certificate (NQF4). A Minimum of 2 years secretarial experience or as an office assistant. A valid Driver's license. Knowledge of Case-lines, Court Online. Communication skills (verbal and written), Administration skills, Planning and Organizational skills, Exceptional Interpersonal skills, Ability to meet strict deadlines, To work under pressure, Attention to detail, Customer service skills, Excellent Typing skills including Dictaphone typing, Ability to Maintain Confidentiality, Time Management skills, Proficiency in Microsoft Office Programs, Research capabilities, Problem solving, Good Judgment and Decision-Making skills, Proficiency in English.

DUTIES

: Provide Secretarial support to the Judiciary. 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 correspondences are filed accordingly in the right sections. Ensure that signed Judgments and orders handed down in court or virtually are sent to the Typist and the Library (Judgments only). 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. Provide support functions to Civil, Criminal and Review matters/courts and case allocations in chambers. Ensure that the court files are ready and Judge has all the documents in the file on time as per duty roster. Ensure that all files received from various section(s) are verified by the Registrar of that section. 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 judgement has been handed down. Ensure that the transcribed judgements from transcribers reach the Judges for approval and signature. Prepare court rolls