

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

- : **National Office: (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- Free State:** Bloemfontein: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State Division of the High Court, Cnr President Brand and Fontein Street, Bloemfontein, 9301
- Western Cape/Cape Town:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.

CLOSING DATE

- : 09 November 2026

NOTE

- : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification,

citizenship checks, social media, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with 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 of 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

<u>POST 38/212</u>	:	<u>CHIEF REGISTRAR REF NO: 2026/150/OCJ</u>
<u>SALARY</u>	:	R610 434 – R1 442 451.per annum (MR6). Successful candidates will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
<u>CENTRE REQUIREMENTS</u>	:	North West Division of The High Court: Mmabatho Applicants should be in possession of an LLB Degree or a four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' post qualification experience obtained as a Registrar. A valid driver's license. Knowledge and skills: Knowledge of registry duties, knowledge of legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of court documentation management and Human Management and Batho Pele Principles. Skilled in planning, organising numeracy, problem solving, decision making, computer literacy (MS Office), communication (written and verbal), people skills/interpersonal relations, report writing and interviewing skills.
<u>DUTIES</u>	:	Manage the Information and case/court documentation Management System: Implement information desk in the court, develop and maintain a complaints management system, interface with external court stakeholders on a regular basis, ensure that the checking of relevant registers is done in terms of the codes. Provide support to court and case flow management / Quasi-Judicial functions: Develop & implement case management strategies, review and implement projects to improve court efficiency regularly, implement a case/ court documentation and information management system. Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, liaise with the service provider on a regular basis to ensure smooth service delivery, peruse proposed amendments received from the rules board and provide comments, if any to them. Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, give direction and guidance to the court based on best court management practices and lead transformation in the High court. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr OPS Sebatatso Tel No: (018) 397 7004 HR Related Enquiries: Ms L Makula Tel No: (018) 397 7064

<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/150/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 38/213</u>	:	<u>PRINCIPAL LIBRARIAN REF NO: 2026/151/OCJ</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court of Appeal: Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Library Science, Information Science or equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' relevant experience in library services. Experience in a legal/law library will serve as an added advantage. Knowledge and skills: Knowledge of library and information science matters, library prescripts, legislation, procedures and processes, knowledge of online databases, understanding of information management and retrieval of information. Skilled in research and analytical skills, communication (written and verbal), computer literacy (MS Office), planning and organising, accuracy and attention to detail. Interpersonal skills; problems solving; report writing, ability to work under pressure and independently.
<u>DUTIES</u>	:	Monitor the collection, cataloguing and publications of library materials within the court, identify and select the relevant material to be procured at the court library in accordance with library policies and guidelines; assess the relevance and currency of the library collection and make recommendations for additions, removals, or updates, organise and catalogue legal materials to ensure easy retrieval by legal professionals; apply appropriate classification systems and metadata to enhance the accessibility of the collection and barcoding of library material; monitor the usage of library information resources both hard copies and soft copies (online resources), monitor serial publications, receiving of amendments and updating of loose-leaf subscriptions and binders. Facilitate the submission of standing orders for the court, monitor the rendering of library and information services to judiciary, monitor circulation desk services and helpdesk roster, implement digital tools and technologies to enhance information retrieval processes, keep updated on emerging technologies relevant to legal research and library management and integrate into the library's operations, monitor the digital resources, including electronic databases, legal research tools, and online subscriptions, facilitate interlibrary loans to ensure access to materials not available within the court's own collection, monitor the circulation of delivered judgments in both PDF and Word version to publishers and external stakeholders on request, ensure the circulation of finalised judgments of interest to other judges; provide reference assistance and library awareness within the court, provide reference assistance to judges, lawyers, court staff, and the public, provide support with legal research, citation verification and locating relevant legal precedents, conduct training sessions for legal professionals on effective legal research methods and the use of legal databases, keep legal professionals informed about recent developments in the law through newsletters, alerts, and other current awareness services, advocate for the importance of the library within the court system and promote awareness of its resources and services. Coordinate and monitor effective library administration, coordinate library services staff meetings, provide support in the coordination of Library Committee meetings, provide support in the facilitation of online trainings by Juta, LexisNexis and Sabinet for judges, judges' secretaries, registrars and law researchers, monitor quarterly budget allocations for the library; coordinate and monitor the procurement process with supply chain management for new purchases, monitor internal asset verification schedule and assets register, coordinate and monitor the disposal of approved library publications for donations. Supervision of staff.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623 HR related enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/151/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 38/214</u>	:	<u>JUNIOR SYSTEMS TESTER REF NO: 2026/152/OCJ</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Applicants should be in possession of a National Diploma in Information Technology/ Computer Science/ relevant equivalent qualification at NQF level six (6) as recognised by SAQA. A minimum of two (2) years' experience in the relevant field. A valid driver's license will serve as added advantage. Knowledge and skills: Knowledge and understanding of Programming, Quality Management, Software/Hardware Testing and Project management. knowledge of Corporate Governance of ICT Policy Framework, Test Methodologies in relation to the implementation of SDLC (Waterfall and Agile) Methodologies and Testing Techniques, Quality Management and Programming and Batho Pele Principles. Skilled in problem solving, analytical skills, communication, computer literacy, interpersonal skills, technical skills, planning and organising, project management, presentation, report writing and time management skills
<u>DUTIES</u>	:	Collect the raw material: The total no. of defects (for a release/build/cycle), provide support in calculating the average no. of defects/Functional area, provide support in measuring percentage of an application's code or functionalities that are tested by automated tests, provide support in measuring the efficiency of automated testing efforts in identifying defects and provide support in measuring performance that reflects how long it takes to run a complete suite of automated tests. Update list of testable requirements, perform test requirements using test actions, provide support in coordinating development of test cases, ensure correspondence between system requirements and test cases, provide support in maintaining test cases and test scripts. Test documentation, facilitate post deployment, verify post deployment results, provide support in performance monitoring across development cycles and analyse delays by tracking trends in team productivity. Determine non-conformances and performance quality management processes of systems, verify if the systems meet the requirements and function correctly, verify if data trends improve processes of product innovation and reduce costs and verify if software results assist management to make strategic decision. Identify and report potential issues that affect end-users, provide support in the analysis of software defects, escalate software defects to appropriate team members, provide support in performing continuous software testing integrates and verify if the system is functional.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr N Mngomezulu Tel No: (010) 493 2544 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/152/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 38/215</u>	:	<u>JUNIOR FUNCTIONAL APPLICATION SUPPORT REF NO: 2026/153/OCJ</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Applicants should be in possession of a National Diploma in Information Technology/ Computer Science/ relevant equivalent qualification at NQF level six (6) as recognised by SAQA. A minimum of two (2) years' experience in the relevant field. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge and experience of systems maintenance and support, Software integration testing, system integration testing, user acceptance, Functional and non-functional specifications development, Testing and implementation of acceptance testing procedures, understanding of enterprise business systems, Software configuration/release principles, System implementation methodologies, customer relationship management, Business continuity, disaster recovery procedures and Knowledge of Batho Pele Principles. Skilled in Technical, problem solving, time management, communication, presentation, report Writing, project management, interpersonal skills, planning and organising skills.
<u>DUTIES</u>	:	Provide second line support by solving operation incidents, conduct system testing in various environments, analyse functional application issues and make recommendations for potential enhancements, draft a detailed test plan

before any enhancements are undertaken and provide feedback and progress on standing issues. Identify complex issues that require escalation to third line support, System/application performance and identify potential issues proactively, conduct system and user acceptance testing on various environments, contribute to the development and maintenance of technical and support documentation, provide support in the development of ICT technical and operational specifications for implementation. Conduct user access reviews. Provide user training and user access on applications, provide technical guidance to users on application features, functionality and basic troubleshooting steps, provide application updates and deployments for smooth transition and minimal disruption to users, administer and allocate roles and permissions and provide user training and user access on applications, contribute to the development and maintenance of technical and support documentation. Maintain accurate records in accordance with Departmental protocols. Monitor and follow up on the incident logged and liaise with end-users regarding incident logged, respond to user reported issues through various channels, provide support in implementing solutions based on documented procedures and knowledge base articles and configure audit roles and responsibilities when it is required.

ENQUIRIES : Technical Related Enquiries: Mr N Mngomezulu Tel No: (010) 493 2544
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
APPLICATIONS : Applications can be sent via email to 2026/153/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 38/216 : **JUNIOR DEVELOPER REF NO: 2026/154/OCJ (X2 POSTS)**

SALARY : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement

CENTRE : National Office Midrand

REQUIREMENTS : An applicant should be in possession of a National Diploma in IT/Software Development/equivalent qualification at NQF level six (6) as recognised by SAQA. A minimum of two (2) years of experience in the relevant field. A valid driver's license will serve as an added advantage. Knowledge and skills: Solid knowledge in programming applications, experience (UX) and client-side technologies including XML, HTML5, CSS, PHP, JQuery and JSON and mobile frameworks, knowledge of programming language and technical terminology, knowledge in Microsoft SharePoint development, knowledge and experience in Azure and CRM Dynamics, Web and mobile technologies experience with User, knowledge and understanding of C/C++, Visual, Basic, C#. Java, XML, Angular and any BI reporting tool, read and understand existing complex coding languages and its intended functionality and testing frameworks for APIs. Skilled in Problem solving, project management, communication (written and oral), Financial Management, Strategic skills, analytical skills, report writing, presentation, planning and organising and computer literacy, (Word, PowerPoint & Excel.).

DUTIES : Design and develop technical specifications for single or multiple software, design, develop and customize software solutions in line with the software development life cycle management methodology, conduct code reviews, maintain IT software solutions once they are in production environment and back up files from back end to local directories for recovery. Develop test plan, test cases and communication plan, participate in the User Acceptance Testing process, prepare deployment guide for approval, report development progress, results and key metrics. Deliver quality solutions in line with the business case, evaluate code to ensure it meets industry standards, apply software development principles in all developed applications, provide quality assurance report to all the relevant stakeholders and initiate Change Management procedure to deploy the developed application to production. Create, maintain and review developer documentations, disseminate knowledge of existing functionality and new functional requirements. Edit, write, design application content and store all Development code in the appropriate library.

ENQUIRIES : Technical Related Enquiries: Mr N Mngomezulu Tel No: (010) 493 2544
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be sent via email to 2026/154/OCJ@judiciary.org.za

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

<u>POST 38/217</u>	:	<u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: 2026/155/OCJ</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Management Services/ Operations Management/Production Management/ equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' experience in the Organisational Development field. A valid driver's license will serve as added advantage. Knowledge and skills: Good knowledge of organisational design, frameworks, practices, and processes in the Public service. Knowledge of Public Service Acts, Public Service Regulations, Operations Management Framework, OrgPlus, Organisational Design, process and work study techniques, Job Evaluation Processes and Batho Pele Principles. Skilled in Practical Knowledge of Computer, presentation, Report Writing and Project Management Skills.
<u>DUTIES</u>	:	Conduct work study investigations, analyse information gathered during work investigations, conduct functional analysis and develop post establishment structure, cost structure in line with MTEF, compile work study report with relevant recommendations, communicate the outcome of reports to relevant stakeholders, maintain and update the organisational structure database. Develop/ review job descriptions for all posts in the department, conduct job analysis, conduct research/ benchmark on the latest trends within the ambit of OD, align coordinated job descriptions with the scope of the organization, facilitate the signing-off of the job description and develop/update the job description database. Compile acknowledgement letters for JE request, gather and analyse the relevant documents, conduct the job evaluation interview and capture information on JE system, provide secretariat support services to the Job Evaluation panel committee, communicate JE results to the relevant stakeholders, update the Job Evaluation database and attend to Job Evaluation related enquiries. Conduct analysis on the need for change management, participate in the development and implementation of Change Management Strategies, co-ordinate the implementation of Change Management processes, facilitate group sessions and discussions in workshops, serve as the change champion and report on progress of change management initiatives. Implement approved posts request in line with legislations on PERSAL (inclusive creation of posts) and on the organizational structure, advise all stakeholders on posts enquiries; coordinate amendments of post details on the system according to the structure and the staff establishment in consultation with PERSAL Controller, provide reports and data for completion of HRBP Tool and COE budget as well as expenditure. Ensure a proper filing system for all the records, keep an updated submission excel database, update the database, update the project dashboard and render secretarial services to the meetings within the unit.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr E Motsuenyane Tel No: (010) 493 2529 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/155/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 38/218</u>	:	<u>REGISTRY CLERK REF NO: 2026/156/OCJ</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	An applicant should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A minimum of 1-year registry experience as an added advantage. Knowledge and skills: Understanding of the National Archives Act and Regulations, understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry and knowledge of Batho Pele Principles. Skilled in communication (written and verbal), interpersonal relations, computer literacy (MS Office), numeracy, time management, planning and organising and report writing skills.

<u>DUTIES</u>	:	Ensure that there is enough space for filing in the storeroom to avoid misfiling of documents, record receipt files, protection of records and ensure filing, Make sure that the storeroom is locked to limit access, replace torn out registers and keep closed registers safe in the archival storeroom. Open and close files according to record classification System, file/store, trace (manually) and retrieve documents and files and ensure that the information inside the personal file is filed accordingly. Label files neatly for easy retrieval, arrange and package files for archives and distribution, register all files requested by relevant clients. For example, clients such as Auditors and HR practitioners. Develop a database for employees who are transferred to other departments, record and screen all correspondence before forwarding, communicate with HR Practitioners from other departments about transferring of files, audit the files to make sure that all documents recorded are still in the file, register the files in the transfer register, register files with Facilities Unit for courier service and update the transfer register for future use.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms L Masia Tel No: (010) 493 2532 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/156/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 38/219</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 2026/157/OCJ</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court of Appeal, Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A relevant qualification in the field of will serve as an added advantage. Knowledge and skills: Knowledge of the PERSAL system, understanding of the legislative framework governing the Public Service, storage and retrieval procedures in terms of the working environment. Skilled in communication (verbal and written), administration, planning and organising, time management, basic numeracy, interpersonal and typing skills. Along with the following attributes: self-motivated, creative thinker, assertive, ambitious, flexible and ability to meet strict deadlines.
<u>DUTIES</u>	:	Administer recruitment, selection and appointment processes with the court, administer and capture leave applications, process appointment and service termination documents, capture appointments, service terminations and injury on duty matters, process the payment of resettlement and leave benefits, process pension documents, receive and quality assure PMDS documents and probation reports, capture performance related matters, update HR records management database, handle all incoming and outgoing correspondence, ensure a proper filing system, keep track of files and records, provide support with workshops and awareness sessions, provide logistical and secretariat support to meetings, compile minutes and other documents. Compile statistics relating to the unit.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr. T.D Khoase Tel No: (051) 492 4623 HR related enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/157/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 38/220</u>	:	<u>REGISTRA'S CLERK REF NO: 2026/158/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	Applicants should be in possession of Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A relevant qualification in the field of will serve as an added advantage. Knowledge and skills: Knowledge of working procedures in terms of the working environment, registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act, National archives and Batho Pele Principles. Skilled in

computer Literacy (Microsoft Office), communication, numeracy, interpersonal skills, problem solving and analysis, time management and administrative skills.

DUTIES

: 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, safe-keep and dispose of case records. 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 and keep record of requests received from litigants. 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), render case management duties, monitor files and records as per the case Management. Submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously.

ENQUIRIES

: Technical related enquiries: N Hanekom Tel No: (021) 480 2636
HR related enquiries: Mr SD Hlongwane Tel No: (021) 469 4032

APPLICATIONS

: Applications can be sent via email to 2026/158/OCJ@judiciary.org.za

NOTE

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