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OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:

NOTE: 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 (Act55) 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. 

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). **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. Each application form must be fully completed, duly signed and initialled 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 fully 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 a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, 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. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government

(NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. 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 appointments. The Office of the Chief Justice (Constitutional Court) comply with the provisions of 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 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.

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.

Gauteng Division of the high Court: Johannesburg/Pretoria Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

Northern Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X5034, Kimberley, 8300 or hand deliver applications to the High Court, 5 Sol Plaatje Drive, CBD, Kimberley, 8301

Supreme Court of Appeal: 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 High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301

Mpumalanga Division of the High Court Middleburg/Mbombela: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

Limpopo Division of the High Court: Polokwane: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstern Street, Polokwane, 0699.

Western Cape: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.

Kwa-Zulu Natal/Durban: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000

CLOSING DATE: 20 OCTOBER 2023

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). 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. Each application form



must be fully completed, duly signed and initialled 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 fully 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 a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, 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. The Department does not accept applications via fax or email. 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 appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of 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 121 and more specifically for the purpose of the position/vacancy you have applied for. In the event 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.

POST COURT MANAGER, REF NO: 2023/333/OCJ

SALARY R811 560 – R952 485 per annum, (all-inclusive package). The successful candidate will be required to sign performance agreement.

CENTRE: GAUTENG DIVISION OF THE HIGH COURT: JOHANNESBURG

REQUIREMENTS:

Matric certificate and a three-year National Diploma/Degree in Management or Administration, LLB and related fields at NQ Level 6 (360 credits) as recognised by SAQA. A minimum of six (6) years' relevant experience of which three (3) years should be at Assistant Director level. A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Effective communications skills. Time management and ability to work under pressure.

DUTIES

Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Management services in the Court. Coordinate and facilitate Internal Audit and Risk Management services. Provide administrative and technical support. Monitor the overall performance of the Court and enhance judicial stakeholder relations. Provide effective and efficient Management of Facilities and Security services to the Judiciary.

ENQUIRIES: Technical enquiries/HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515



**POST ASSISTANT DIRECTOR: MEDIA PRODUCTION (GRAPHIC DESIGN),
REF NO: 2023/334/OCJ**

SALARY R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: NATIONAL OFFICE: MIDRAND

REQUIREMENTS:

Matric certificate and a three-year National Diploma/Bachelor's Degree in Graphic Design or any related qualification at NQF level 6 with 360 credits as recognised by SAQA. Formal training/certification in the use of Adobe's Creative suite of programmes or similar. Proficiency with Apple Mac, MacBook Pro for design purposes. A minimum of three (3) years functional experience as a Senior Graphic Designer, with a verifiable portfolio. Proficiency with camera equipment, editing tools and software. A valid driver's license. Skills and Competencies: Layout and Design, Principles of Typography, Social Media Platforms, Photography and photo editing, Videography and video editing, Design applications, Branding and Marketing, Print Production knowledge, Apple Mac and Windows proficient, Project Management, Layout and Design, Video animation and editing, Editing and Proof Reading, Time Management, Ability to work under pressure, Editing and proof reading, Coding, Graphic Design Software Proficiency, Computer Literacy.

DUTIES:

Develop design concepts Research and source relevant/appropriate design elements. Undertake design and layout of corporate publications and other promotional items. Produce print and digital publications in line with standards for print and online publication, respectively. Supplier liaison and management. Ensure posting of key departmental messages and events and other departmental activities on departmental social media platforms. Write content for posting on social media platforms Design templates and create animated GIFs and videos for social media platforms Provide photographic and audio-visual services for specific departmental events. Edit/retouch and resize photographs for use in publications and for digital dissemination. Create and manage an archive system for photographs and audio-visuals. Facilitate the procurement of audio visual and technical resources on an ad-hoc basis. Facilitate the branding of OCJ internal and external events as required.

ENQUIRIES: Technical Enquiries: Ms.L Ntuli Tel No: (010) 493 2520
Hr Related Enquiries Mr. A Khadambi Tel No: (010) 493 2527

**POST OFFICE MANAGER (OFFICE OF THE JUDGE PRESIDENT), REF NO:
2023/335/OCJ** (Re-advertisement, candidates who previously applied are encouraged to re-apply)

SALARY R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE NORTHERN CAPE DIVISION OF THE HIGH COURT: KIMBERLEY

REQUIREMENTS

Matric certificate and a three-year National Diploma or Degree in Office Administration/ Management or equivalent related field of study at NQF level 6 with (360 credits) as recognised by SAQA. A minimum of three (3) years managerial/supervisory experience at least on salary level 7 or an LLB degree with a minimum of 2 years relevant post qualification experience in law and office management. A valid driver's licence. Skills and Competencies: Knowledge of office management responsibilities, systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Basic



knowledge and understanding of case flow management, legal research and speech writing. Knowledge of Electronic Information Resource and online retrieval. Strong Leadership and Management Capabilities. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook).

DUTIES:

Manage office of the Judge President at the Northern Cape Division of the High Court: Kimberly. Support the Judge President in communication with all Stakeholders. Management and Supervision of Judges' support staff and related matters. Manage logistical arrangements for integrated meetings and operations. Oversee the Administration within the office of the Judge President and follow up on the Judge President instructions to ensure prompt execution by relevant operational units at the courts. 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 channel to both Internal and External Stakeholders. Prepare presentations and briefing notes for the Judge President and disseminate complex information to all branch heads. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal source.

ENQUIRIES: Technical related enquiries: Adv. D Plaatjies Tel No: (053) 492 3500/3522
HR related enquiries: Ms. L Wymers Tel No: (053) 492 3533/3500

POST OFFICE MANAGER, REF NO: 2023/336/OCJ

SALARY R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: SUPREME COURT OF APPEAL: BLOEMFONTEIN

REQUIREMENTS:

Matric certificate and a three (3) year National Diploma/Bachelor's Degree in Office Administration/Management or equivalent qualification. A minimum of 3-5 years' relevant experience in an office administration environment of which a minimum of three (3) years must be at a supervisory/managerial level. A valid driver's license. Skills and Competencies: Computer literacy (MS Office). Knowledge of office administration responsibilities, systems and procedures. Excellent communication skills (verbal and written) and proficiency in English. Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of electronic information resources and online retrieval of information. Strong leadership and management capabilities. Ability to work long hours. Ability to work under pressure.

DUTIES:

Manage the office of the President of the Supreme Court of Appeal. Attend to and record enquiries directed to the President of the Supreme Court of Appeal. Tracking of enquiries/duties to ensure timeous compliance with various deadlines and directives. Manage and diarise all appointments and events. Ensure the correct application of regulations, resolutions, policies or any other relevant legal source or directive related to specific fields. Liaise with all stakeholders with regard to matters emanating from the Office of the President of the Supreme Court of Appeal. Check and manage all incoming and outgoing correspondence from the president's secretary to other stakeholders. Attend to research and retrieve material from the library at the court physically and electronically. Check research submitted to the President of the Supreme Court of Appeal by the law researchers. Proof read and cite check all judgments done by the President of the Supreme Court of Appeal or any other judgment drafted by judges for conferences. Draft competent research memoranda for the President of the Supreme Court of Appeal. Manage and supervise the judges' secretaries and support staff. Manage absenteeism and conduct quality assurance of all HRM documents of the



judges' secretaries and support staff. Ensure that training needs are identified and attended to by means of informal and formal training. Manage and supervise the court sittings and tea room duties of the judges' secretaries. Receive petitions filed at the court. Draft detailed and competent summaries of the petitions. Ensure that the details of the parties, case number and area of law are identified. Compile a spreadsheet with a list of petitions received and submit to the chief registrar.

ENQUIRIES: Technical Related Enquiries: Ms C.A Martin Tel No: (051) 492 462

Hr Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4523

POST **LAW RESEARCHER REF NO: 2023/337/OCJ**

SALARY R424 104 – R496 467 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE **GAUTENG DIVISION OF THE HIGH COURT: JOHANNESBURG**

REQUIREMENTS:

Matric Certificate plus an LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of two (2) years' legal experience obtained after qualification. A minimum of three (3) years' legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resources and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and competencies: Excellent research and analytical skills. Report writing and editing skills (written and verbal) Problem analysis, solving and planning skills. Computer literacy (MS Word) Project Management, including planning and organizing ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Ability to work under pressure. Time management skills. Creative and analytical skills.

DUTIES:

Perform all legal duties for the Judges to enable them to prepare judgements. Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge. Read all relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the Judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgements, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes so that the Judge can accept or decline any proposed changes. Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence. Performing any court related work requested to improve the efficiency of the court.

ENQUIRIES: Technical enquiries/HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

POST **SENIOR COURT INTERPRETER REF NO: 2023/338/OCJ**

Re-advertisement, candidates who previously applied are encouraged to re-apply.

SALARY R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: GAUTENG DIVISION OF THE HIGH COURT: PRETORIA

REQUIREMENTS:

Matric certificate and National Diploma in Legal Interpreting Science or related equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA and a minimum of three years practical experience in Court Interpreting or Grade 12 and 10 years practical experience in Court Interpreting. Proficiency in English and two more indigenous languages (Afrikaans, Isizulu, Northern Sotho, Southern Sotho, Tsonga, Venda, isiNdebele, isiSwati, isiXhosa). A valid driver's licence will be an added advantage. Knowledge of any foreign language and Sepulane will be an added



advantage. Candidates will be required to undergo oral and written language proficiency testing. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal relation. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer services. Planning and organizing skills. Confidentiality. Analytical thinking. Listening skills. Ability to work independently, to be meticulous, to think logically and practice good time management.

DUTIES:

Render interpreting services in criminal court, civil court, labour and quasijudicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor as and when it is required.

ENQUIRIES: Technical enquiries: Ms MS Malatji Tel No: (012) 315 7602
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

POST **JUDGE'S SECRETARY (X2 POSTS)**

SALARY R294 321 - R343 815 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE **Mpumalanga Division of the High Court: Mbombela Ref No: 2023/339/OCJ**
Mpumalanga Division of the High Court: Middelburg Ref No: 2023/340/OCJ

REQUIREMENTS

Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES

Typing (or formatting) of draft memorandum decisions, opinions or Judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.



ENQUIRIES Technical enquiries: Ms HC Venter Tel No: (013) 758 0000
HR related enquiries: Mr V Maeko Tel No: (013) 758 0000

POST **JUDGE'S SECRETARY REF NO: 2023/341/OCJ**

SALARY: R294 321 - R343 815 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: LIMPOPO DIVISION OF THE HIGH COURT: POLOKWANE

REQUIREMENTS

Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES

Typing (or formatting) of draft memorandum, decisions, directions, opinions, orders or judgments written or granted by the Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court 80 hearings, while on urgent duty for court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment has been entered on the case file, return case file to the Registrar. Accompany the Judge to the court and circuit courts. Perform administrative duties of the registrar prior to and while on circuit. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle and logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines. Maintain confidentiality in respect of the operations of both the judge's private and official schedule.

ENQUIRIES HR Enquiries: Ms. N.P Phadziri/ Ms. E.M Ramaphakela Tel No: (015) 495 1743/1744
Technical enquiries: Ms. M.M.G Phaswane Tel No: (015) 495 1812



POST JUDGE'S SECRETARY REF NO: 2023/342/OCJ (X3 POSTS)

SALARY R294 321 - R343 815 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE WESTERN CAPE DIVISION OF THE HIGH COURT: CAPE TOWN

REQUIREMENTS

Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES

Typing (or formatting) of draft memorandum, decisions, directions, opinions, orders or judgments written or granted by the Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court hearings, while on urgent duty for court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment has been entered on the case file, return case file to the Registrar. Accompany the Judge to the court and circuit courts. Perform administrative duties of the registrar prior to and while on circuit. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle and logbook. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines. Maintain confidentiality in respect of the operations of both the judge's private and official schedule.

ENQUIRIES Technical Related Enquiries: Ms. ZS Pienaar Tel No: (021) 469 4048/4003
Hr Related Enquiries: Ms. M Baker Tel No: (021) 469 4038

POST ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: 2023/343/OCJ

SALARY R202 233 - R235 611 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE MPUMALANGA DIVISION OF THE HIGH COURT: MIDDLEBURG

REQUIREMENTS

Matric Certificate. The following will serve as an advantage A minimum of (1) year relevant experience will be an added advantage: One-year experience in Supply Chain Management. Three



years National Diploma/Degree in Supply Chain Management or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA and a Valid Driver's license. Skills and Competencies: Knowledge of public finance management Act (PFMA), PPPFA, BBB-EE Act and Treasury regulations.in-depth of financial system, e.g. JYP and BAS. Skills and competencies: Planning and organizing. Good interpersonal relations. Effective communication skills (Written and verbal). Computer literacy. Ability to work independently and meet deadlines. The ability to work under pressure, work in a team and preparedness to work overtime when required.

DUTIES

Sourcing quotations as per National Treasury guidelines. Receive and assess quotations to ensure that they comply with the minimum requirements. Assist end users with the compilation of compliant specifications. Capture requisitions on the supply chain system and ensure that purchase orders are issued to the recommended suppliers request, prepare and asses quotations to ensure that the quotations comply with the minimum requirements. Ensure that standard bidding documents are obtained and fully completed by the suppliers and attached to the transactions before caring requests. Extends the validity periods of quotes in advance of expiry dates. Ensure procedures comply with SCM policies. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving and issuing of stock items. Perform other duties delegated by the supervisor.

ENQUIRIES: Technical Related Enquiries: Ms Y Seswene Tel No: (013) 492 2211
HR Related Enquiries: Mr MV Maeko/ Mr S Zwane Tel No: (013) 758 0000 17

POST **ADMINISTRATION CLERK REF NO: 2023/344/OCJ**

SALARY R202 233 - R235 611 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE MPUMALANGA DIVISION OF THE HIGH COURT: MBOMBELA

REQUIREMENTS

Matric certificate. A minimum of (1) year relevant experience will be an added advantage. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office).

DUTIES

Render general clerical support services within the component. Record, organise, store capture and retrieve correspondence and data. Update registers and statistics, handle routine enquiries, make photocopies and receive/send mails. Distribute documents/packages to various stakeholders as required. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Type letters and other correspondence. Perform variety of routine duties that are related to the activities of the Department.

ENQUIRIES: Technical Related Enquiries/HR Related Enquiries: Mr. MV Maeko, Tel No: (013) 758 0000

POST **ADMINISTRATION CLERK (DCRS), REF NO: 2023/346/OCJ**

SALARY R202 233 - R235 611 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE **WESTERN CAPE DIVISION OF THE HIGH COURT: CAPE TOWN**



REQUIREMENTS

Matric Certificate or equivalent qualification. Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management. Drivers licence will be an added advantage Understanding of confidentiality in Government. Skills and Competencies: Good communication (written and verbal) Computer literacy (MS Office) Good interpersonal skills, good public relations skills Ability to work under pressure and to solve problems Customer service Document management.

DUTIES

Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof; Record court proceedings; Maintenance of criminal record books and charge sheets, writing and tracing of summonses Writing of witness fees books, Provide administrative support in general court and case flow management Provide any administrative support as required by the Judiciary, Court Manager and/ or Supervisor.

ENQUIRIES Technical/HR related enquiries: Ms M Baker Tel No: (021) 469 4032

POST REGISTRARS CLERK, REF NO: 2023/347/OCJ

SALARY R202 233 - R235 611 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE **KWAZULU NATAL DIVISION OF THE HIGH COURT: DURBAN**

REQUIREMENTS

Matric Certificate, computer literacy and experience in Clerical/ administration functions will be an added advantage. Skills and Competencies: Good communication skills (written and verbal), good interpersonal and public relations skills, good administration and organizational skills and customer service skills and ability to work under pressure.

DUTIES

Render efficient and effective support services to the court, assist the Registrar with compilation of Court rolls (Opposed Motion and Trails Rolls), allocation of dates in a court for the various rolls. Checking court files for compliance of the Practice Directive before dates are allocated, accepting of filing for the matters on the roll and attending to the filing in court files, assisting litigants and in person litigants with drawing of their files under the court rolls dates for perusal and indexing prior to closing the roll. Advising and guiding litigants on the process to obtain dates on the rolls, closing and publishing of gte court roll. Facilitating and processing requests for preference via the Judge President's Office. Co-ordinating of the dairy in respect of the various roll with the JP's office to ensure that there are sufficient Judges/Courts. Updating of spreadsheets and collating of statistics

ENQUIRIES Technical Enquiries: Mrs K Marais Tel No: (031) 492 5562
Hr Enquiries: Ms SZ Mvuyana Tel No: (031)493 1723

