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**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 (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 and Persons with Disabilities. 

## **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. or via email at [applicationsNO@judiciary.org.za](mailto:applicationsNO@judiciary.org.za)

**Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London or via email at [applicationsEC@judiciary.org.za](mailto:applicationsEC@judiciary.org.za)

**Free State/ 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 or via email at [applicationsFS@judiciary.org.za](mailto:applicationsFS@judiciary.org.za)

**Gauteng/ Land Court: Randburg/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 or via email at [applicationsGAU@judiciary.org.za](mailto:applicationsGAU@judiciary.org.za)

**Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley or via email at [applicationsNC@judiciary.org.za](mailto:applicationsNC@judiciary.org.za)

**Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, 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. or via email at [applicationsMP@judiciary.org.za](mailto:applicationsMP@judiciary.org.za)



**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 or via email at: [applicationsWC@judiciary.org.za](mailto:applicationsWC@judiciary.org.za)

**CLOSING DATE                    19 AUGUST 2024**

**ERRATUM:**

Kindly note that the Job title of the post of Registrar: Supreme Court of Appeal: Bloemfontein with Ref No: 2024/78/OCJ advertised on Public Service Vacancy Circular 27 dated 26 July 2024 with a closing date of 13 August 2024 is a Chief Registrar. Apologies for any inconvenience caused.

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**CLOSING DATE: 19 AUGUST 2024**

**NOTE:** All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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 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 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 a 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 the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). 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. 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 will 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 appointment. The Office 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.

**ERRATUM:** Kindly note that the Job title of the post of Registrar: Supreme Court of Appeal: Bloemfontein with Ref No: 2024/78/OCJ advertised on Public Service Vacancy Circular 27 dated 26 July 2024 with a closing date of 13 August 2024 is a Chief Registrar. Apologies for any inconvenience caused.



**POST COURT MANAGER, REF NO: 2024/83/OCJ**

**SALARY** R849 707 – R1 000 908 per annum (Level 11), (all-inclusive remunerative package).  
The successful candidate will be required to sign a performance agreement.

**CENTRE:** Western Cape Division of the High Court

**REQUIREMENTS:**

Matric Certificate and three-year National Diploma in Management or Administration or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A Degree in Management or Administration at NQF level 7 will serve as an added advantage. A minimum of six (6) years relevant experience of which three (3) years should be at (ASD level/Junior Management 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. 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. 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:**

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 and HR related enquiries: Ms M Baker Tel No: (021) 469 4032

**NOTE:** The Office of the Chief Justice will give preference to candidates in line with the Employment Equity goals.

**POST CHIEF REGISTRAR (X3 POSTS)**

**SALARY:** R556 356 – R1 314 666 per annum, (MR6), (salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit service certificate/s for validation of their experience. The successful candidate will be required to sign a performance agreement.

**CENTRE** Mpumalanga Division of the High Court: Middleburg Ref No: 2024/84/OCJ  
Northern Cape Division of the High Court: Kimberley Ref No: 2024/85/OCJ  
Gauteng Division of the High Court: Johannesburg Ref No: 2024/86/OCJ

**REQUIREMENTS**

Matric certificate and LLB Degree or a four (4) year legal qualification as recognized by SAQA. A minimum of eight (8) years' experience as a Registrar. Computer literacy, leadership and managerial experience. A valid driver's license. An LLM Degree will serve as an added advantage. Skills and



competencies: Excellent communication skills (verbal and written). Report writing skills. Numerical skills. Technical expertise. Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Professional appearance and conduct. 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**

Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Service Level Agreement Framework. 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 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. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions.

**ENQUIRIES** Northern Cape: Technical/HR related enquiries: Ms L Wymers Tel No: (053) 492 3533  
Mpumalanga: Technical enquiries / HR enquiries: Zwane / Mr MV Maeko Tel No: (013) 792 2211/758 0000  
Gauteng: Technical enquiries/HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

**NOTE:** The Office of the Chief Justice will give preference to candidates in line with the Employment Equity goals.

## **POST SENIOR LAW RESEARCHER (X3 POSTS)**

**SALARY:** R552 081- R650 322 per annum (Level 10). The successful candidate will be required to sign a performance agreement.

**CENTRE** Free State Division of the High Court: Bloemfontein Ref No: 2024/87/OCJ  
Northern Division of the High Court: Kimberley Ref No: 2024/88/OCJ 28  
Eastern Division of the High Court: Makhanda Ref No: 2024/89/OCJ

## **REQUIREMENTS**

Matric certificate and an LLB degree or four-year legal qualification; 3 years' experience as law Researcher. A valid driver's license. Skills and Competencies: Communication (verbal and non-verbal). Numerical skills. Technical expertise. Information Technology. Attention to detail. Planning, organising and control. Problem solving and decision-making skills. Customer service. Interpersonal skills. Conflict management skills. Work ethic and motivation. Professional appearance and conduct.





Self-management and leadership 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**

To receive research request and /or quasi-judicial functions from Judges, to conduct research functions and allocate work equally to researchers. Perform Human Resource related functions in supervising Researchers. Attending regular meetings with management and Judges and ensure that all relevant information is conveyed to researchers. To compile all information gathered electronically or manually in data file along with a research report. To deliver research and discuss findings with relevant Judge. Have the ability to work on more than one research project at a time and still deliver exceptional quality research work, monitor and bring to the attention of justices regarding new development in law and jurisprudence. Perform any Court related work requested to improve the efficiency to the Court. To assist with the communication, organization and full secretariat functions for the Judge President Case Flow Management meetings.

**ENQUIRIES** Free State: Technical/HR enquiries: Ms N de la Rey Tel No: (051) 492 4585 Eastern Cape: Technical/HR enquiries: Mr S Mponzo Tel No: (043) 726 5217 Northern Cape: Technical/HR enquiries: Ms L Wymers Tel No: (053) 492 3533

**NOTE** The Office of the Chief Justice will give preference to candidates in line with the Employment Equity goals

**POST** **ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT, REF NO: 2024/90/OCJ**, Re-advertisement, candidates who previously applied are encouraged to re-apply.

**SALARY** R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement

**CENTRE** Gauteng Provincial Service Centre

## **REQUIREMENTS**

Matric Certificate and a three (3) year National Diploma/Degree in Security Management or Security Risk Management (NQF level 6 with 360 credits as recognised by SAQA). Minimum of three (3) years' supervisory experience in security or risk management environment. Grade A/B PSIRA Certificate. A valid driver's license. Sound knowledge of PAIA, MISS, OHSA, POPIA, Access to Public Premises and Vehicles Act, and other relevant security and risk management legislation. Completion of the SSA Security Management Course will serve- as an added advantage. Skills and Competencies: Computer literacy (MS Office). Communication skills (verbal and written). Administration and organisational skills. Interpersonal skills. Ability to meet strict deadlines and to work under pressure. Willingness to travel and work outside normal working hours. 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**

Provide security advisory services to Management. Maintain security value adding consultancy. Ensure implementation of the OCJ Security Policy. Development of security procedural guidelines. Manage matters related to integrity management and investigate security breaches. Ensure that physical security measures are in place by providing physical security infrastructure and key controls. Manage contracted security service provider and ensure compliance with the service level agreement. Evaluation and optimization of the implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Ensure compliance with Occupational Health and Safety Act. Interaction with security related and relevant authorities. Assist in the management of the total security (personnel, document, physical assets, contingency planning and security planning) of the OCJ and linked institutions. The development and implementation of training and awareness programme. Interaction with security related authorities (SSA Agency, SAPS, etc). Management of the outsource security service provider. Management of logistical/transport Services. Manage and ensure the provision of facilities. Risk management aspects. Auditing processes. Overseeing all Facilities management and Auxiliary services in the province. Security and Facilities stakeholder Management.

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

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

**POST ASSISTANT DIRECTOR: SECURITY SERVICES, REF NO: 2024/91/OCJ**

**SALARY:** R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement

**CENTRE:** National Office: Midrand

## **REQUIREMENTS**

Matric certificate and a three-year National Diploma/Degree/B-Tech in Security Management/ Security Risk Management (NQF level 6) or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. Minimum of three years' supervisory experience in security environment. Grade B PSIRA registered certificate. Completion of Security Management Course offered by Sate Security Agency (SSA) would be an added advantage. Valid drivers' license - Code EB. Sound knowledge of MISS, MPSS, National Key Points Act, Criminal Procedure Act, Control of Access to Public Premises and Vehicles Act, Labour Relations Act, PSIRA, OHS, Public Service Regulations, PFMA, Treasury Regulations, SASREA and other security related legislations. Ability to work with other stakeholders including SAPS, SSA and clients. Computer literate (MS Word, Excel, Power point and outlook). Ability to work under pressure and travel extensively. Technical skills in physical and electronic access control equipment like CCTV, biometric and intruder detection systems etc. 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**

Coordinate and manage implementation of physical security measures for the Office of the Chief Justice (OCJ) Head Office and other OCJ Service Centres in line with the Minimum Physical Security Standards (MPSS). Conduct Threat & Risk Assessments. Contract Management: management of



Security Service Providers contracted to OCJ. Roll out of security awareness programmes. Investigate security breaches and compile investigation reports. Coordinate provision of security measures for the Judiciary. Enforcement of compliance with Occupational Health & Safety Act (OHSA). Develop and oversee implementation of the Contingency Plan. Coordinate security planning for special events hosted by the Department, the events which include planning for high profile cases enrolled at Superior Courts. Security Stakeholders engagement. Develop Standard Operational Procedures (SOP's) that give effect to the implementation of departmental security policy and related security directives. Security Administration: Compile and consolidate monthly and quarterly reports submitted by various OCJ Provincial Service Centre across all provinces.

**ENQUIRIES** Technical enquiries: Mr C Manyathela Tel No: (010) 493 2500

HR Related Enquiries Mr. A Khadambi Tel No: (010) 493 2500

**NOTE** OCJ will give preference to candidates in line with the departmental Employment Equity goals.

**POST LAW RESEARCHER, REF NO: 2024/92/OCJ**

**SALARY:** R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement

**CENTRE:** Free State Division of the High Court

**REQUIREMENTS**

Matric certificate. An LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutasta t); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. 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**

Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges and other personnel of the court. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Attend to additional duties as assigned.

**ENQUIRIES:** Technical/HR Related Enquiries: Ms N. De La Rey Tel No: (051) 492 4523

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





**POST SENIOR COURT INTERPRETER, REF NO: 2024/93/OCJ Re-Advert, candidates who previously applied are encouraged to re-apply**

**SALARY:** R308 154 – R362 413 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE:** Eastern Division of the High Court: Gqeberha

## **REQUIREMENTS**

Matric Certificate and a three-year National Diploma in Legal Interpreting or equivalent relevant qualification. Minimum of three (3) years practical experience in Court Interpreting or Grade 12 and ten (10) year's practical experience in Court Interpreting. Proficiency in English and two- or more indigenous languages (mainly IsiXhosa), Isi-Zulu and Southern Sotho will be an added advantage on languages. A valid driver's license 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. Skills and Competencies: 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. 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**

Render interpreting services in criminal court, civil court, labour and quasi-Judicial proceedings. Rendering interpreting service 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.

**ENQUIRIES:** Technical/HR Related Enquiries Mr. Mponzo Tel No: (047) 726 5217

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

**POST JUDGE'S SECRETARIES REF NO: 2024/97/OCJ (X3 POSTS) (3-Year Contract)**

**SALARY:** R308 154 – R362 413 per annum (Level 07). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

**CENTRE:** Supreme Court of Appeal: Bloemfontein

## **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. 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

To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgement only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judges library are attended to. 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.

**ENQUIRIES:** Technical/HR enquiries: Ms N DeLaRey Tel No: (051) 406 8100

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

**POST      REGISTRAR, REF NO: 2024/94/OCJ**

**SALARY:** R293 847 – R1 005 801 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.

**CENTRE**    Labour and Labour appeals Court: Johannesburg



## REQUIREMENTS

Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or four (4) year legal qualifications. A minimum of two (2) years' legal experience obtained after qualification. MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Superior Court or litigation experience will be an added advantage.

## DUTIES

Manage and execute quasi-judicial functions, Co-ordination of Case Flow Management support process to the Judiciary and Prosecution Manage the issuing of all processes, Initiating Court Proceedings, Coordinate, Interpreting services, appeals and reviews Process unopposed divorces and the facilitation of Pre-Trial conferences, Quality checks on Criminal Record Book, Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators, Supervision and management of staff Provide practical training and assistance to the Registrars' Clerks Ensure annotation of relevant publications, codes, acts and rules Attend to and execute requests from the Judiciary in connection with cases and case related matters Exercise control over the management and safekeeping of case records and the record room Deal with the files in terms of the relevant codes and Legislation.

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

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

**POST      REGISTRAR REF NO: 2024/95/OCJ**

**SALARY:** R293 847 – R1 005 801 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.

**CENTRE:** Land Court: Randburg

## REQUIREMENTS

Qualifications. A minimum of two (2) years' legal experience obtained after qualification. MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Superior Court or litigation experience will be an added advantage.

## DUTIES

Manage and execute quasi-judicial functions, Co-ordination of Case Flow Management support process to the Judiciary and Prosecution Manage the issuing of all processes, Initiating Court Proceedings, Coordinate, interpreting services, appeals and reviews Process unopposed divorces and the facilitation of Pre-Trial conferences, Quality checks on Criminal Record Book, Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators, Supervision and management of staff Provide practical training and assistance to the Registrars' Clerks Ensure annotation of relevant



publications, codes, acts and rules Attend to and execute requests from the Judiciary in connection with cases and case related matters Exercise control over the management and safekeeping of case records and the record room Deal with the files in terms of the relevant codes and Legislation.

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

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

**POST REGISTRAR REF NO: 2024/96/OCJ** Re-advertisement, candidates who previously applied are encouraged to re-apply

**SALARY:** R293 847 – R1 005 801 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.

**CENTRE:** Gauteng Division of the High Court: Pretoria

## **REQUIREMENTS**

Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or four (4) year legal qualifications. A minimum of two (2) years' legal experience obtained after qualification. MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Superior Court or litigation experience will be an added advantage.

## **DUTIES**

Co-ordinate of cash-flow management and support services to the judiciary and prosecution. Performance of quasi-judicial functions in terms of the uniform rules of court. Manage the issuing of all processes initiating court proceedings. Co-ordination of appeals and reviews. Facilitation of pre-trial conference, processing of applications for hearing dates and trial dates in line with case-flow management standards. Quality checks on criminal record books. Authenticate signatures of legal practitioners, notaries and sworn translators. Supervision and management of staff. Provide practical training and assistance to the Registrar Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute request from the judiciary in connection with cases and cases related matters. Exercise control over the management and safekeeping of case record and record room. Deal with the files in terms of the relevant codes and legislation. Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organising and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality.

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

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



**POST REGISTRAR'S CLERK REF NO: 2024/98/OCJ**

**SALARY:** R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

**CENTRE:** Eastern Cape Division of the High Court: Bisho

**REQUIREMENTS:**

Matric certificate, one (1) year administration experience preferably in a court environment. The following will be an added advantage: Experience in general legal administration. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems, numerical skills, accuracy and attention to detail, planning, organizing and skills and customer service skills orientated. Knowledge of the Rules of the High Court. 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**

Render support services to case flow management, Filing of civil process; Render counter services; Act as liaison between Judges and Legal Practitioners; Attend and oversee to general public queries; Rendering of efficient and effective support services to court; Attend telephone and / electronic official queries/ correspondence; Manual data collection, capturing, monitoring and control; Provide administrative support in Registrar's office(general office and case flow management);Provide any administrative support as required by the Judiciary, Chief Registrar, Court Manager and/or supervisor; and Assist in the filing and safekeeping of the recorded cases, Uploading and updating case information on registrars' tools.

**ENQUIRIES:** Technical/HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

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

**POST ADMINISTRATION CLERK REF NO: 2024/99/OCJ**

**SALARY:** R216 417 - R254 928- 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 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 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**

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 34

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

**POST      ADMINISTRATION CLERK: ASSETS REF NO: 2024/100/OCJ**

**SALARY:** R216 417 - R254 928 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE:** Eastern Cape Division of The High Court: Makhanda

## **REQUIREMENTS**

Matric certificate and no experience required Skills and Competencies: Computer literacy (MS Word/Excel) Good communication skills (written and verbal) Good interpersonal relations, Customer service Interpersonal skills, Conflict Management, Work ethic and motivation, Professional appearance and conduct, Self-Management. 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**

Render efficient and effective support to the court. Facilitate the maintenance of a complete, reliable, and accurate asset register for the departmental owned assets. Conduct physical verification of assets to ensure the existence of assets as well as completeness of the asset register. Identification and reporting of stolen or lost assets and unserviceable, redundant, damaged, underperforming, and obsolete assets. Monitoring of leased asset register and expiring contracts.

**ENQUIRIES:** Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

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

**POST      ADMINISTRATION CLERK REF NO: 2024/106/OCJ**

**SALARY:** R216 417 - R254 928 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE:** Eastern Cape Division of the high court: Makhanda



## REQUIREMENTS

Matric certificate and no experience required Skills and Competencies: Computer literacy (MS Word/Excel) Good communication skills (written and verbal) Good interpersonal relations, Customer service Interpersonal skills, Conflict Management, Work ethic and motivation, Professional appearance and conduct, Self-Management. 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

Render efficient and effective support to the court. Facilitate the maintenance of a complete, reliable, and accurate asset register for the departmental owned assets. Conduct physical verification of assets to ensure the existence of assets as well as completeness of the asset register. Identification and reporting of stolen or lost assets and unserviceable, redundant, damaged, underperforming, and obsolete assets. Monitoring of leased asset register and expiring contracts.

**ENQUIRIES:** Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

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

## POST USHER MESSENGER REF NO: 2024/101/OCJ (X2 POSTS)

**SALARY:** R155 148 – R182 757 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

## CENTRE

Eastern Cape Division of The High Court: Mthatha

## REQUIREMENTS

Grade 9 and No Experience Required. Skills and Competencies: Computer literacy (MS Word/Excel) Good communication skills (written and verbal) Good interpersonal relations, Customer service Interpersonal skills Conflict Management Work ethic and motivation Professional appearance and conduct Self-Management. 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

Render efficient and effective support to the court. Prepare courts timeously and assuring the courts smoothly. To assist by handing up of documents, exhibits to judges being of assistance to the witnesses and public while the court are in session. Assisting the advocates by ushering them to and from the Judge's chambers. Assisting Judges by collecting and delivering of files and documents Collection and deliveries of post and documents as required. Distributing of post and documents accordingly.

**ENQUIRIES:** Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

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

