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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 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. In the filling of these posts, preference will be given to Women and Persons with Disabilities.

All applications must be in 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. 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. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driving license (where appropriate) and any other relevant documents should accompany the application. (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holders must provide the Police Clearance certificate from country of origin. 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/training-course/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment.

All successful candidate 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.

## **APPLICATIONS:**

**National Office: Midrand/ Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

**Mpumalanga:** 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.

**Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000.

**Labour and Labour Appeals court: Johannesburg (sitting in Polokwane):** 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.

**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.

**CLOSING DATE: 19 APRIL 2022**

**ERRATUM:** Kindly note that the following posts that were advertised in Public Service Vacancy Circular 04 dated 04 February 2022 with a closing date 18 February 2022. Judge's Secretary (Durban High Court), Ref No: 2022/23/OCJ. The post is a three (3) years' contract. We apologies for any inconvenience caused.



**REFERENCE:** 2022/64/OCJ

**POST:** CHIEF OF STAFF: PRIVATE OFFICE OF THE CHIEF JUSTICE (THREE YEAR FIXED TERM CONTRACT),

**CENTRE:** NATIONAL OFFICE: MIDRAND

**SALARY SCALE:** R 1 269 951.00 - R1 518 396.00 per annum (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a Performance Agreement.

**REQUIREMENTS:**

Grade 12 and an LLB or equivalent qualification in Law (NQF 7) as recognised by SAQA. A postgraduate qualification in Management or Law will be an added advantage. Experience in management either in public or in private sector. Minimum of five (5) years' appropriate experience at Senior Management level. A valid driving license. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Proven ability to draft and quality control highly complex policy documents and legal instruments. An understanding of the South African legal system. Extensive knowledge of the functioning of an executive office and related administrative systems. Organisational ability and analytical acumen. Advanced research and writing skills. Advanced knowledge of the application of MS Office applications. Ability and willingness to travel often and work long hours. A valid driving license. The candidate need to meet the requirements for a top-secret security clearance.

**ATTRIBUTES:**

Self-driven. Display initiative. Ability to meet strict deadlines and to work under pressure. A sense of attention to detail. Excellent communication skills (written and verbal).

**COMPETENCIES:**

Strategic capability and leadership. Programme and project management. Financial management. Knowledge management. Service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity.

**KEY RESPONSIBILITY AREAS:**

Provide strategic leadership in the Private Office of the Chief Justice. Manage and ensure the effective and efficient administration of the Private Office of the Chief Justice. Manage financial, human and other resources allocated to the Private Office of the Chief Justice. Provide and coordinate executive protocol, security and related technical or legal administration support services. Provide executive and administrative support to the Chief Justice. Provide domestic and international stakeholder management services. Provide executive liaison services to the Chief Justice in support of his ceremonial functions and interaction with the Executive and Legislative Branches of the State. Develop, maintain, and implement administrative (document and other management) systems for the Private Office of the Chief Justice. Develop, manage and coordinate the preparation of draft speeches and other documents as required by the Chief Justice.

**TECHNICAL AND HR RELATED ENQUIRIES:** Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528



**REFERENCE:** 2022/65/OCJ

**POST:** CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

**CENTRE:** NATIONAL OFFICE: MIDRAND

**SALARY SCALE:** R 1 269 951.00 - R1 518 396.00 per annum (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a Performance Agreement.

**REQUIREMENTS:**

Grade 12 and a recognised three (3) years' Bachelor degree/advance diploma (NQF level 7) qualification in Management or Social Sciences or Development Studies (emphasis on Human Resource Management, Public Administration, Public Management) or equivalent qualifications. A relevant postgraduate qualification will be an added advantage. Minimum of six (6) years of experience at a senior managerial level of which at least 5 years must have been at senior management level. A valid driving license. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Knowledge and experience across the HR management and development spectrum. Knowledge and good understanding Public Services Act 1994, Labour Relation Act, Public Service Regulations 2016, Employment Equity Act 1998, Basic Conditions of Employment Act 1997, White Paper on Transformation of the Public Service, Treasury Regulations, Public Financial Management Act and Occupational Health and Safety Act). Excellent verbal, liaison and writing skills. Ability to work with individuals and teams both at strategic and operational levels. The successful candidate will be required to undergo a security clearance and should have a valid driving license.

**SKILLS AND COMPETENCIES:**

Excellent understanding and proven ability to implement the Public Service Human Resource Regulatory Framework, directives as well as the laws governing human resources management. Competencies in capability and leadership. Financial management. Programme and project management. People management and empowerment. Change management. Service delivery innovation. Client orientation and customer focus; and communication and ability to perform under pressure. Able to analyse and solving problems with sound judgment. Decision-making. Managing complexity. Planning and organizing. Accountability. Resilience. Business performance management and organisational resource management.

**KEY RESPONSIBILITY AREAS:**

As the Head of the Human Resource Management and Development Chief Directorate, the successful candidate will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Development functions in the Office of the Chief Justice through: Managing the development of a strategic HR planning and policy framework that supports the objectives of the Department. Facilitating the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the Department. Managing the promotion of the optimal recruitment, utilisation and retention of human resources. Ensuring the provision of human resource support services to operational staff in line with business requirements and the departmental strategy. Building capacity through human resource development and performance management. Maintaining an appropriate labour relations environment and relationships with organised labour and other key role-players. Ensuring a



workforce that is equitably representative at all levels and compliance with the Employment Equity Act. Facilitating processes for ensuring that the Department has adequate human resource capacity. Promoting employee health and wellness in the Department. Undertaking a risk assessment, implementing and maintaining an effective risk management strategy. Ensuring compliance with the Public Service Act and all prescripts related to human resource management, and managing resources allocated to the Human Resource Management and Development Unit.

**TECHNICAL AND HR RELATED ENQUIRIES:** Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528



**REFERENCE:** 2022/66/OCJ

**POST:** CHIEF DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT

**CENTRE:** NATIONAL OFFICE: MIDRAND

**SALARY SCALE:** R 1 269 951.00 - R1 518 396.00 per annum (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a Performance Agreement.

**REQUIREMENTS:**

Grade 12 and a recognised three (3) years' Bachelor degree/advance diploma (NQF level 7) qualification in Information Technology. A relevant postgraduate qualification (Masters in Information Technology) will be an added advantage. Minimum of six (6) years' relevant experience of which 5 years must be at a senior managerial level in Information Technology. A valid driving license. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Knowledge and understanding of the OCJ's support requirements to the Judiciary as an arm of the State. Knowledge and understanding of the ICT environment end-to-end. Knowledge and understanding of ICT infrastructure management including disaster recovery planning. ICT management in relation to strategic alignment, value delivery, resources and risk management. Knowledge of IT Service Management. Knowledge of ICT Governance. Knowledge of ICT project management and delivery. Excellent leadership and organisational skills. Ability to provide leadership to a team of specialised and administrators. Innovative and self-driven professional with proven leadership skills. Excellent interpersonal skills. Ability to perform under pressure.

**SKILLS AND COMPETENCIES:**

Excellence in Strategic Capability and Leadership, Financial Management, Programme and Project management. People Management and empowerment. Change Management. Service Delivery Innovation. Analysis, problem solving and judgment. Decision Making. Managing Complexity. Planning and Organising. Accountability. Resilience. Customer Service Orientation. Business Performance Management. Organisational Resource Management.

**KEY RESPONSIBILITY AREAS:**

Provide strategic leadership, technology planning and support for the Judiciary and the Office of the Chief Justice. Develop strategies, policies, standards and procedures. Implement the OCJ ICT strategies, policies and Standard Operational Procedures (SOP's). Direct the overall operations and staff of the ICT function to ensure stable ICT Infrastructure and operations. Strategically oversee the development, monitoring, supporting and optimizing of key functional areas, particularly business applications, network infrastructure, security, server infrastructure, data communications and telecommunications systems. Resolve hardware, software, related incidents and problems in a timely and accurate manner. Develop and implement a customer service platform to serve the organization. Participate in vendor contract negotiations for all new computer equipment and software purchases for the organization. Create a cost-benefit analysis for all projects. Manage the day-to-day operations of the information technology department. Establish and direct the strategic and tactical goals, policies, and procedures for the information technology function. Propose hardware/software solutions to accomplish the organization's business objectives. Identify user needs and resolve problems. Service Level Management.



**TECHNICAL AND HR RELATED ENQUIRIES:** Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528

**REFERENCE:** 2022/67/OCJ

**POST:** DIRECTOR: EMPLOYEE RELATIONS (5 YEAR CONTRACT)

**CENTRE:** NATIONAL OFFICE: MIDRAND

**SALARY SCALE:** R 1 073 .00 – R 1 264 176.00 per annum (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

Grade 12 and a recognised three (3) years' Bachelor degree/advance diploma (NQF level 7) qualification in in Labour Relations / Industrial Relations / Human Resources Management / Labour Law). An LLB Degree will be an added advantage. Minimum of five (5) years' applicable middle/senior management working experience in employee relations and wellness. A valid driving license. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Knowledge and good understanding of Labour Relation Act, Public Service Act 1994, Public Service Regulations 2016, Employment Equity Act 1998, Basic Conditions of Employment Act 1997, White Paper on Transformation of the Public Service, Treasury Regulations, Public Financial Management Act. Knowledge and understanding of the Employee Health and Wellness framework in the Public Service. Excellent verbal, liaison and writing skills. Ability to work with individuals and teams both at strategic and operational levels. The successful candidate will be required to undergo a security clearance and should have a valid driving license.

**SKILLS AND COMPETENCIES:**

Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Service Delivery Innovation. Problem solving and planning and organizing. Computer literacy. Communication (written and verbal).

**KEY RESPONSIBILITY AREAS:**

Deliver high quality strategic employee relations to support the strategic objectives of the Department by ensuring timeous review and implementation of employee relations policies, codes and practices, effective handling of investigations with proper documentation, effective management of grievances, disputes and disciplinary cases, analysis of employee relations trends and proper recommendations for mitigation. Provide strategic support and effective coordination of dispute resolution mechanisms by developing and implementing dispute resolution protocol for the Department, rendering advisory services to Management on issues of collective bargaining, managing a sound relationship between unions and Management and serving as a Chief Negotiator at the Departmental Bargaining Chamber (DBC). Provide strategic support in ensuring that the Department complies with the Employment Equity Act by ensuring effective implementation and monitoring of Employment Equity Plan, conducting of employment equity audits in order to identify the barriers in terms of the employment practices, proper implementation of gender programs within the Department. Provide strategic support on the implementation of Employee Health and Wellness programmes by ensuring the development and implementation of Employee Health and Wellness policies in line with the Departmental needs and legislation, conducting of occupational health and safety audits, effective management of injury on duty cases, assessing and monitoring of the impact of employee health and wellness in the Department.



**TECHNICAL AND HR RELATED ENQUIRIES:** Ms L Kwinika/Ms C Gideon Tel No: (010) 493 2500/2578/2528

**REFERENCE:** 2022/68/OCJ

**POST:** DEPUTY DIRECTOR: PROTOCOL COORDINATOR TO THE CHIEF JUSTICE (ROLE-PLAYING POST)

**CENTRE:** CONSTITUTIONAL COURT

**SALARY SCALE:** R 744 255.00 – R 876 705.00 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

Grade 12 and an appropriate Bachelor Degree/ National Diploma (NQF level 6, 360 Credits). Any protocol specific qualification will be an added advantage. Minimum of three (3) years' relevant experience. A valid driving license.

**SKILLS AND COMPETENCIES:**

Ability and willingness to travel often and work long hours. Ability to meet strict deadlines and to work under pressure. Excellent communication skills (both written and verbal). A sense of attention to detail. Extensive knowledge of relevant protocol prescripts and the application thereof. Proven high-level logistical coordination and organizing skills. Excellent report writing skills.

**KEY RESPONSIBILITY AREAS:**

Develop and maintain a protocol management framework for the office of the Chief Justice. Liaise with stakeholders (national and international) with a view to ensure that due protocol is observed during ceremonial and official engagements of the Chief Justice. Support the Chief Justice during ceremonial and official engagements and provide technical assistance to the Chief Justice to ensure the effective and efficient functioning of the office of the Chief Justice.

**TECHNICAL AND HR RELATED ENQUIRIES:** Ms L Kwinika/ Ms C Gideon Tel No: (010) 493 2500/2578/2528

**REFERENCE:** 2022/69/OCJ

**POST:** PRINCIPAL COURT INTERPRETER

**CENTRE:** DURBAN HIGH COURT

**SALARY SCALE:** R 321 543.00 – R 378 765.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

Grade 12 and a three-year National Diploma /Degree in Legal Interpreting or equivalent qualification at NQF Level 6 (360 credits). A minimum of Five years as a Court Interpreter with minimum of two (2) years supervisory experience. Proficiency in English and isiZulu languages. Knowledge of additional languages will be an added advantage.

**SKILLS AND COMPETENCIES:**





Excellent communication skills (written and verbal). Good interpersonal Relations, ability to work under pressure and solve problems, customer services, planning and organising skills. Confidentiality and analytical thinking, listening skills.

**KEY RESPONSIBILITY AREAS:**

Render interpreting services in complex and high profile cases, special cases, and pre-trial conferences. Disciplinary hearings and consultations. Translate legal documents and exhibits. Assist with reconstruction of Courts records. Develop terminology and coin words. Procure foreign language interpreters and casual interpreters in line with PFMA. Supervision of Interpreters. Render supervisory in legal interpreting and language environment. Provide mentoring and coaching to Junior/Senior interpreters. Manage performance of court interpreters. Leave management for language services at the high court and develop related language glossary.

**TECHNICAL ENQUIRIES:** Ms K Marais Tel No: (087) 106 1780

**HR RELATED ENQUIRIES:** Ms SZ Mvuyana Tel No: (031) 492 6206

**REFERENCE:** 2022/70/OCJ

**POST:** JUDGE'S SECRETARY

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

**SALARY SCALE:** R 261 372.00 – R 307 890.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

Grade 12. 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 organisational 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.

**KEY RESPONSIBILITY AREAS:**

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.

**TECHNICAL ENQUIRIES:** Mr R David Tel No: (021) 480 2635

**HR RELATED ENQUIRIES:** Ms M Baker Tel No: (021) 469 4000

**REFERENCE:** 2022/71/OCJ

**POST:** JUDGE'S SECRETARY

**CENTRE:** LABOUR AND LABOUR APPEALS COURT: JOHANNESBURG  
(SITTING IN POLOKWANE)

**SALARY SCALE:** R 261 372.00 – R 307 890.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

Grade 12. 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, 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.

**KEY RESPONSIBILITY AREAS:**

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.

**TECHNICAL ENQUIRIES:** Mr CJ Tchawouo-Mbiada Tel No: (011) 359 5735/5736

**HR RELATED ENQUIRIES:** Ms T Mbalekwa Tel No: (010) 494 8515

**REFERENCE:** 2022/72/OCJ

**POST:** REGISTRAR  
(Re-Advertisement, candidates who previously applied are encouraged to re-apply)

**CENTRE:** MPUMALANGA DIVISION OF THE HIGH COURT: MBOMBELA

**SALARY SCALE:** R 260 928.00 - R 926 193.00 per annum (Salary to be determined in accordance with experience as per OSD salary determination).

**REQUIREMENTS:**

Grade 12 and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior court or litigation experience will be an added advantage.

**SKILLS AND COMPETENCIES:**

Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing 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 of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.

**KEY RESPONSIBILITY AREAS:**

Co-ordination of Case Flow Management support services to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court proceedings. Manage the criminal and civil trials, motions, pre-trials, mental health, petition, appeal and review processes. Attending to all quasi-judicial functions namely, default judgment and taxations. Maintaining of criminal and civil record books. Authentication of documents for international use. 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.

**TECHNICAL RELATED ENQUIRIES:** Mr M Masekoameng: (013) 758 0000

**HR RELATED ENQUIRIES:** Mr V Maeko/ Mr M Jele Tel No: (013) 758 0000

