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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:

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; 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). 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/trainingcourse/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: 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, West Acres, 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 Somtseu8 & Stalwart Simelane Streets, Durban, 4000.

Gauteng: 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.

Free State: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

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.

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng

CLOSING DATE **20 JUNE 2022**

REFERENCE **2022/74/OCJ**

POST **DEPUTY DIRECTOR: INFORMATION SECURITY**

CENTRE **NATIONAL OFFICE: MIDRAND**

SALARY SCALE R 744 255.00 – R 876 705.00 per annum (All-inclusive salary package).The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric certificate and a 3 year National Diploma in IT related or equivalent qualification in Information Security at NQF Level 6 (360 Credits) as recognized by SAQA. CISSP or CISM or CASP or SABSA



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. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure.

KEY PERFORMANCE AREAS:

Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Development services, overall Financial, Asset and Supply Chain 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 related enquiries:** Mr Z Mahanjana Tel No: (043) 726 5217
HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217

REFERENCE **2022/76/OCJ**

POST **COURT MANAGER**

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

SALARY SCALE R 744 255.00 – R 876 705.00 per annum (All-inclusive salary package).The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric Certificate and a three-year National Diploma/Degree in Management or Administration and related fields at NQF Level 6 (360 credits) as recognized by SAQA. A minimum of six (6) years' relevant experience of which three (3) years' should be at a Supervisory Level. A valid driver's licence.

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. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure

KEY PERFORMANCE AREAS:

Provide strategic and operational leadership to the Court to optimally deliver on the OCJ mandate. Provide integrated Human Resource Management and Development services, overall Financial, Asset and Supply Chain 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 related enquiries:** Ms J Ngoben: (013) 758 0000
HR related enquiries: Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000

REFERENCE **2022/77/OCJ**

POST **CHIEF REGISTRAR**
(Re-Advertisement), Candidates who previously applied are encourage to re-apply

CENTRE **FREE STATE DIVISION OF THE HIGH COURT: BLOEMFONTEIN**

SALARY SCALE R480 927 – R1 157 940 per annum (MR6), (Salary will be in accordance with the Occupation Specific Dispensation Determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

Matric certificate and an LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of eight (8) years' appropriate post qualification legal experience. Computer literacy. Leadership and managerial experience. A valid driver's license..

SKILLS AND COMPETENCIES:

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

KEY PERFORMANCE AREAS:

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 input on amendments of court rules. Practice Directives to improve efficiency at the High Court. Implement directives issued by the Judge President. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the High Court. 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. Managing Information and Case/Court Documentation Management System. Safeguard case records in accordance with prescripts. Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions.

ENQUIRIES: **Technical related enquiries:** Ms V Ntwasa Tel No: (051) 492 4523
HR related enquiries: Ms MA Luthuli Tel No: (051) 492 4523



REFERENCE 2022/78/OCJ

POST ASSISTANT DIRECTOR ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT

CENTRE NATIONAL OFFICE: MIDRAND

SALARY SCALE R 382 245.00 – R 461 745.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric certificate and an appropriate Bachelor of Commerce/ Industrial and Organisational Psychology / National Diploma: Management Services/ National Diploma in Operations Management at NQF Level 6 (360 Credits) as recognized by SAQA. Certificate in Job Evaluation Analysis. A minimum of three (3) years' experience in a Work Study/ Organisational Development Environment as a Practitioner. Have a sound knowledge and understanding of policies, prescripts, regulations, white papers, public administration etc. Work-study techniques. Job description and specification. Job evaluation. Staff supervision. Knowledge and understanding of project and change management Skills: Communication, computer (including OrgPlus).

SKILLS AND COMPETENCIES:

Report writing skills. Analytical skills. Basic research skills. Organising, coordinating and planning skills. Project management. Facilitation, training and motivational skills. Excellent communication skills (written and Verbal). Computer skills. Listening and interpretation skills. Problem solving skills. Ability to work under pressure.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible to lead/ undertake Organisational and post establishment investigations and advice management in this regard. Lead/ conduct job analysis and job evaluation. Develop Job Descriptions for positions in the Department. Lead/facilitate the implementation of Operations Management Framework. Ensure/ administer post establishment including costing of the approved structure. Create Organisational structure on OrgPlus for approval. Facilitate the process of capturing of the organisation structure on PERSAL. Facilitate/coordinate change management interventions. Ensure/ design forms. Provide managerial activities.

ENQUIRIES: **Technical enquiries:** Mr SW Mekoa Tel No: (010) 493 2526
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/2635

REFERENCE 2022/79/OCJ

POST LAW RESEARCHER

CENTRE NORTH WEST HIGH COURT

SALARY SCALE R 382 245.00 – R 461 745.00 per annum. The successful candidate will be required to sign a performance agreement



REQUIREMENTS:

Matric certificate and an LLB degree or four (4) years' recognized legal qualification as recognized by SAQA. A minimum of two (2) years' relevant legal experience. A minimum of three (3) years' legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat)..

SKILLS AND COMPETENCIES:

Excellent research skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problem analysis, solving and planning skills. Decision making skills. Time management skills. Creative and analytical skills

KEY PERFORMANCE AREAS:

Perform all legal duties for the judges to enable them to prepare- judgements. Research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge. Read all the relevant material and analysis 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. Proof read all judgement, 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 help of track changes so that judges can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic formats on legal issues, as requested by a Judge. Read all the relevant materials and analysis it thoroughly. Prepare and draft speech, conference paper or article. Make all changes and addition if they require some. Prepare a PowerPoint where applicable. Submit the speeches

ENQUIRIES: **Technical enquiries:** Mr O Seapatso Tel No: (018) 397 7065

HR related enquiries: Ms B Ontong Tel No: (018) 397 7064

POST	THREE-YEAR CONTRACT JUDGE'S SECRETARY (5 POSTS)
CENTRE	KWAZULU NATAL DIVISION OF THE HIGH COURT: DURBAN (2 POSTS), REF NO: 2022/80/OCJ LOCAL DIVISION OF THE HIGH COURT: JOHANNESBURG (3 POSTS), REF NO: 2022/81/OCJ
SALARY SCALE	R 261 372.00 – R 307 890.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

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

KEY PERFORMANCE 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. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.

ENQUIRIES **Durban: Technical enquiries:** Ms S Govender/Ms R Mahabeer
Tel No: (033) 345 8211/**HR related enquiries:** Ms SZ Mvuyana Tel No:
(031) 492 6206
Johannesburg: Technical enquiries: Ms S Letlaka Tel No: (011) 335 0157
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8505

REFERENCE	2022/82/OCJ
POST	ONE-YEAR POOL CONTRACT JUDGE'S SECRETARY
CENTRE	GAUTENG LOCAL DIVISION OF THE HIGH COURT: JOHANNESBURG
SALARY SCALE	R 261 372.00 – R 307 890.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

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

KEY PERFORMANCE 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. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.

Technical enquiries: Ms S Letlaka Tel No: (011) 335 0157

HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8505

REFERENCE 2022/83/OCJ

POST JUDGE'S SECRETARY (2 POSTS)

CENTRE MPUMALANGA DIVISION OF THE HIGH COURT: MIDDELBURG

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

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

KEY PERFORMANCE 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.

ENQUIRIES **Technical Enquiries:** Ms J Ngobeni Tel No: (013) 758 0000
HR Related Enquiries: Mr MV Maeko/ Mr MI Jele Tel No: (013) 758 0000

REFERENCE	2022/84/OCJ
POST	SENIOR COURT INTERPRETER
CENTRE	EASTERN CAPE DIVISION OF THE HIGH COURT: MTHATHA
SALARY SCALE	R261 372.00 – R307 890.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric certificate and a three-year National Diploma in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of three (3) years practical experience in Court Interpreting or Matric certificate and ten (10) years 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. Valid (motor vehicle) driver's license will be an added advantage skills, Confidentiality, Minute taking skills. Decision-making and time, management skills. Good reporting skills. Creative and analytical thinking, skills.



SKILLS AND COMPETENCIES:

Knowledge of Public Services, Legislation, Prescripts and Regulations. Research skills. Computer literacy (MS Office), Excellent communication skills (written and verbal), Good people skills/ interpersonal relations, Analytical thinking, Planning and organization skills, Accuracy and attention to detail, Customer service orientated, Ability to work under pressure and solve problems, Exceptional listening

KEY PERFORMANCE AREAS:

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

Technical related enquiries: Ms C Lunyawana Tel No: (047) 504 5500

HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217

REFERENCE 2022/85/OCJ

POST SENIOR COURT INTERPRETER

CENTRE GAUTENG DIVISION: PRETORIA

SALARY SCALE R261 372.00 – R307 890.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric certificate and a three-year National Diploma in Legal Interpreting or equivalent qualification at NQF Level 6 (360 Credits) as recognized by SAQA. A minimum of three (3) years practical experience in Court Interpreting or Matric certificate and ten (10) years practical experience in Court Interpreting. Proficiency in English and two- or more indigenous languages (Tshivenda, Xitsonga, Sepedi, Southern Sotho, Venda, Isiwati, IsiXhosa). Knowledge of either Shona, Isi-Zulu or Setswana. Knowledge of any foreign language, Isi-Ndebele, Afrikaans and Sepulane will be added advantage. A valid driver's license will be an added advantage. Candidates will be required to undergo Oral Language proficiency testing.

SKILLS AND COMPETENCIES:

Excellent communication skills (written and verbal). Computer, literacy (MS Office). Good interpersonal relations. Ability to work under, pressure and solve problems. Accuracy and attention to detail. Customer, services. Planning and organising skills, Confidentiality. Analytical thinking, Listening skills. Ability to work independently, to be meticulous, to think logically, ability to work under pressure and solve problems and to practice good time management.

KEY PERFORMANCE AREAS:

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 and coin words. Control and supervision of Interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor

Technical enquiries: Ms T Ledwaba Tel No: (012) 315 7429
HR related enquiries - Ms T Mbalekwa Tel No: (010) 494 8505

REFERENCE **2022/86/OCJ**

POST **SECRETARY TO THE PROVINCIAL HEAD,**

CENTRE **NORTH WEST PROVINCIAL SERVICE CENTRE: MAHIKENG**

SALARY SCALE R 176 310.00 – R 207 681.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

Matric certificate. Secretarial qualification or equivalent will be an added advantage. Experience in secretarial and office management. Knowledge and experience in the financial environment will be an added advantage. A valid driver's licence will be an added advantage. Shortlisted candidates might be subjected to a test in order to demonstrate their typing and computer skills..

SKILLS AND COMPETENCIES:

Good communication skills(written and verbal), proficiency in Microsoft Office (Word, Excel, PowerPoint outlook, Internet) Ability to conduct basic research, basic problem solving skills, good judgement and decision making skills, Assertiveness and confidence to interact at all levels, Ability to work under pressure, administrative and organisational skills, sound interpersonal relations, accuracy and attention to details

KEY PERFORMANCE AREAS:

Administer an online and physical diary of the Director: Court Operations. Manage information and data on behalf of the Director: Court Operations. Plan and schedule day to day task of the Director: Court Operations. Manage telephone calls and convey messages. Organise meetings/workshops/conference and functions. Draft coherent submission, executive reports, memorandum and letters. Type and edit correspondence. Receive and attend to visitors. Serve refreshment to visitors and/or at identified meetings as indicated by the Director: Court Operations. Handle travel arrangements passport and visa, accommodation, flights tickets, subsistence and travel claims, money exchange and other task as directed by the Director: Court operations. Accompany/attend meetings with the Director: Court Operations and compile minutes and reports.

ENQUIRIES **Technical enquiries:** Mr O Sebatso Tel No: (018) 397 7065
HR related enquiries: Ms B Ontong Tel No: (018) 397 7064



REFERENCE 2022/87/OCJ

POST ADMINISTRATION CLERK (CRT)

CENTRE FREE STATE DIVISION OF THE HIGH COURT: BLOEMFONTEIN

SALARY SCALE R 176 310.00 – R 207 681.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric certificate or equivalent qualification. Zero (0) – two (2) years relevant experience. A valid driver's license.

SKILLS AND COMPETENCIES:

Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office).

KEY PERFORMANCE AREAS:

Perform digital recording of court proceedings locally and at circuit courts, and ensure integrity of such documents. Maintenance of criminal record books and charge sheets, writing and tracing of summonses and writing of witness fees book. Completion and issuing of committal warrants of arrest. Provide administrative support in general court and case flow management. Completion of case documents (charge sheet) and other court documents. Document scanning and data capturing. Provide any other administrative support as required by the judiciary, court manager and/or supervisor.

Technical related enquiries: Mr SP Mathibeli Tel No: (051) 492 4563

HR related enquiries: Ms MA Luthuli Tel No: (051) 492 4523

REFERENCE 2022/88/OCJ

POST ADMINISTRATION CLERK: DCRS

CENTRE EASTERN CAPE DIVISION OF THE HIGH COURT: MTHATHA

SALARY SCALE R 176 310.00 – R 207 681.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric certificate or equivalent qualification. Zero (0) – two (2) years relevant experience. Appropriate experience in general, administration or court related functions with regard to court recordings and /or case, flow management. A valid driver's license will be an added advantage. Understanding of confidentiality in Government Knowledge of relevant legislation.



SKILLS AND COMPETENCIES:

Communication (written and verbal) and public relations skills. Computer literacy (MS Office). Good interpersonal. Good problem solving skills. Accuracy and attention to detail. Ability to work under pressure and solve problems. Customer service skills. Document management and operational knowledge of operating a DCRS/CRT machine.

KEY PERFORMANCE AREAS:

Prepare court before court proceedings. Perform digital recording of court proceedings and ensure integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, Finance and Supply Chain. Facilities of the court as required by the Judiciary, Court Manager and /or Supervisor.

ENQUIRIES **Technical related enquiries:** Ms A Makhaza Tel No (043) 504 5500
HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217

REFERENCE **2022/89/OCJ**

POST **ADMINISTRATION CLERK: LEGAL**

CENTRE **FREE STATE PROVINCIAL SERVICE CENTRE (Stationed at the Bloemfontein Magistrate's Court**

SALARY SCALE R 176 310.00 – R 207 681.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric certificate or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) – two (2) years' relevant experience will serve as an added advantage

SKILLS AND COMPETENCIES:

Knowledge of Public Service legislation, prescripts and regulations. Research skills. Good communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy (MS Office).

KEY PERFORMANCE AREAS:

Conduct legal research for the Regional Court President/Chief Magistrate. Compilation of statistics. Case flow management. Assist the Regional Court Registrar and members of the public. Provide general administrative support as requested by the court manager and supervisor.

Technical and HR related enquiries: Ms M Luthuli Tel No: (051) 492 4523



POST REGISTRAR'S CLERK (4 POSTS)

CENTRE MPUMALANGA DIVISION OF THE HIGH COURT: MBOMBELA (2 POSTS),REF NO: 2022/90/OCJ
MPUMALANGA DIVISION OF THE HIGH COURT: MIDDELBURG (2 POSTS),REF NO: 2022/91/OCJ

SALARY SCALE R 176 310.00 – R 207 681.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric certificate or equivalent qualification. Zero (0) – two (2) year's relevant experience. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added advantage. Understanding of confidentiality in Government.

SKILLS AND COMPETENCIES:

Good administration and organising skills. 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. Attention to detail. Customer service skills orientated.

KEY PERFORMANCE AREAS:

Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper administration of all appeal and petition processes. Ensuring proper receipt, processing, administration and filing of all appeals and applications for leave to appeal. Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the Judge. Perform general administrative duties

ENQUIRIES **Technical Enquiries:** Ms J Ngobeni Tel No: (013) 758 0000
HR Related Enquiries: Mr MV Maeko/ Mr MI Jele Tel No: (013) 758 0000

REFERENCE 2022/92/OCJ

POST REGISTRAR'S CLERK

CENTRE FREE STATE DIVISION OF THE HIGH COURT: BLOEMFONTEIN

SALARY SCALE R 176 310.00 – R 207 681.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric certificate or equivalent qualification. Appropriate experience in general administration or court related functions will serve as an added advantage. Understanding of confidentiality in the public service.



SKILLS AND COMPETENCIES:

Good administration and organising skills. 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. Attention to detail. Planning and organising skills. Customer service orientated

KEY PERFORMANCE AREAS:

Render efficient and effective support services to the court. Issuing of court process at the General Office. Render case management duties. Render counter service duties/functions. Prepare, analyse and submit court statistics. Maintain and keep all registers for civil and criminal matters. Filing and archiving of both civil and criminal processes. Attending to case management and set down notices. Act as a liaison between judges and legal practitioners. Requisitioning of accused persons from prison. Attend to correspondence and enquiries from the public and stakeholders. Prepare and send cases to transcribers for appeal and review purposes. Attend to complaints from prisoners and members of the public. Perform administrative duties in respect of mental health, petition, review and appeal matters. Act as a liaison between registrar and legal practitioners. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

Technical enquiries: Mr. S.P Mathibeli Tel No: (051) 492 4563

HR related enquiries: Ms M Luthuli Tel No: (051) 492 4523

REFERENCE **2022/93/OCJ**

POST **ASSISTANT LIBRARIAN**

CENTRE **FREE STATE DIVISION OF THE HIGH COURT: BLOEMFONTEIN**

SALARY SCALE R 147 459.00 – R 173 706.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

Matric certificate or equivalent qualification. Relevant experience..

SKILLS AND COMPETENCIES:

Knowledge of library and information science matters, prescripts, legislation procedures and processes and library services

KEY PERFORMANCE AREAS:

Assist the Librarian to perform all aspects relating to the library's operations. Assist with classifying and cataloguing. Assist with tracking of library collections. Assist with annotations and updating of legislations. Circulation of legislation (Journals and government gazettes). Verify orders and file the library materials accordingly. Continuously review library collections for duplicate, obsolete or suspended materials. Keep and maintain library registers. Conduct annual stocktaking. Perform any other library administrative duties.

Technical related enquiries: Ms V Ntwasa Tel No: (051) 492 4523

HR related enquiries: Ms MA Luthuli Tel No: (051) 492 4523



