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OFFICE OF THE CHIEF JUSTICE

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

NOTE: The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth. 

All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2q/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV ONLY; contactable referees (telephone numbers and email addresses must be indicated). **ONLY** shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for

access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office of the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

APPLICATIONS

National Office Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Free State Provincial Service Centre: 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 division of the High Court Makhanda/ Mthatha: 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

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

Gauteng Division of High Court: Johannesburg: 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

ERRATUM: Kindly note that the post of Customer Service Officer (X6 Posts) advertised in Public Service Vacancy Circular 05 dated 10 February 2023 with a closing date of 24 February 2023 has been amended as follows: Gauteng Division of the High Court: Johannesburg is X4 posts and Gauteng Division of the High Court: Pretoria is X2 posts. Closing date has been extended to 10 March 2023. Apologies for any inconvenience caused.

CLOSING DATE

10 March 2023



REFERENCE REF NO: 2023/125 /OCJ

POST ASSISTANT DIRECTOR: DEMAND MANAGEMENT

SALARY R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE NATIONAL OFFICE: MIDRAND

REQUIREMENTS

Matric Certificate and a 3 year National Diploma / Degree in Supply Chain Management or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. 3 years' experience in Supply Chain Management preferably in a demand management and acquisition management environment. 2 years' experience on supervisory level. A valid driver's license and willingness to travel.

SKILLS AND COMPETENCIES:

Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management Regulations, notes, circulars, policy frameworks and related prescripts Computer Literacy: Excel, MS Word, Outlook, PowerPoint.

DUTIES

Coordinate, review, research, analyse and plan the procurement needs of the department; Ensure that all procurement requests are aligned to the Department's strategic plan, annual performance plan and operational plan and the budget, Research the relevant identified procurement requests of the Department, Analyse requirements, undertake research, determine and develop proposals for implementation, Asses the results of the research on the market, interprets and develops proposals for procurement methodology, Ensure that a thorough market analysis is conducted to be responsive to the procurement requirements of the Department, Identify sourcing strategies for the procurement of goods and services, Collect information from the relevant role players according to the prescribed template, Verify and analyse the information, confirm budget availability, and check alignment against strategic 97 and other objectives, Administer the development of Demand Management plan, Coordinate review, collect and collate information for the annual procurement plan; Facilitate and coordinate Bid Specification meetings, and compile specifications for goods and services, Render advice and provide support at specification and attendance of briefing sessions, Provide supply chain advisory and support services to the organization, Ensure compliance with Supply Chain Management and Treasury Regulations and bids are within the framework as prescribed by National Treasury and preferential procurement policy framework act, Attend to Supply Chain Management audit queries, Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff.

ENQUIRIES Technical Related Enquiries: Ms N Ntimane Tel No: 010 493 2601
HR Related Enquiries: Mr. A Khadambi Tel No: 010 493 2500



REFERENCE: REF NO: 2023/126/OCJ

POST ASSISTANT DIRECTOR: LIBRARY SERVICES

SALARY R393 711 – R463 764 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE SUPREME COURT OF APPEAL: BLOEMFONTEIN

REQUIREMENTS

Matric Certificate and a 3 year National Diploma/ Degree in Library and Information Science or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. 3-5 years' relevant experience of which 2 years must be at a supervisory level within the environment/similar environment. Experience in a Law Library will be an added advantage.

SKILLS AND COMPETENCIES

Knowledge of supply chain management processes pertaining to procurement to library resources. Experience in the use of IT to deliver informational sound knowledge of MS Office (MS Word, Excel & PowerPoint). Hands on experience with Library OPAC systems, Sabinet Legal Products, Lexis Nexis, Electronic Products as well as Jutastats. Good Classification Cataloguing and Indexing skills. Must be able to work confidently under pressure. Must be able to work in a team. Ability to interact with users. Must have initiative with the ability to prioritise. Must have a sense of responsibility.

DUTIES

Professional, management and control of human and physical resources of the component. Maintenance and development of legal information resources. Undertake research queries to internal and external users. Cataloguing, classification and indexing using a Library system. Training of staff and users in the use of information resources. Maintenance and management of serial and loose-leaf subscriptions. Acquisition of books and other materials to support the programme of the Court management of information resources – electronic print. Create and organize electronic and other systems for retrieval of information. Provide a Current Awareness Service to primary users to inform them of new legislation, articles and cases. Effectively and efficiently, correspond with various stakeholders. Ensure a proper archival and library service within the Court.

ENQUIRIES Technical Related Enquiries: Ms C.A Martin Tel No: 051 412 7400

HR Related Enquiries: Ms M.A Luthuli Tel No: 051 492 4523

REFERENCE REF NO: 2023/127/OCJ

POST ASSISTANT DIRECTOR: STATISTICAL REPORTING AND ANALYSIS

SALARY R393 711 – R463 764 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 a 3 year National Diploma / Degree or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of two (2) years' statistics/data collection experience of which one (1) year must be on a supervisory level. Experience in statistical analysis and reporting. A valid driving license.

Skills and Competencies

Computer Skills (MS Office – especially Excel). Excellent communication skills (verbal and written). Planning and organizing, problem solving, numerical skills. Attention to detail. Professionalism. Strong work ethics. Conflict management. Supervisory skills. Time management and ability to work under pressure.

DUTIES

Manage and administer data collection on court processes. Identify data required. Collate data on a uniform tool as requested. Ensure accurate data is collected and checked. Analyse data information into the format required. Maintain databases with datasets. Enter data into the reporting tools. Liaise with sources of information. Identify training needs and offer information sessions and training. Follow-up, verify and clean the data before processing. Keep/check and analyse the court's monthly, quarterly and annual statistics and the submission thereof. Deal with the files in terms of the relevant codes and legislation. Prepare and present cases for audit purposes. Manage the staff component and related functions.

ENQUIRIES **Technical Related Enquiries: Ms L Marshall-Reen Tel No: 046 6035000**
HR Related Enquiries: Mr. S Mponzo Tel No: 043 726 5217

REFERENCE	REF NO: 2023/128/OCJ
POST	PRINCIPAL COURT INTERPRETER
SALARY	R331 188 – R390 129 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE	EASTERN CAPE DIVISION OF THE HIGH COURT: MTHATHA

REQUIREMENTS

Matric certificate and a 3 year National Diploma in Legal Interpreting or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of five (5) years' experience as a Court Interpreter of which a minimum of three (3) years should be at supervisory level. 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.

SKILLS AND COMPETENCIES

Communications skills; Listening skills; Interpersonal skills; Time management; Computer literacy, Analytical thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting. DUTIES : Render Interpreting services in complex and high profile



cases, special cases, pre-trial conference, disciplinary hearings and consultations, Translate legal documents and exhibits, Develop terminology, Procure Foreign Language Interpreters and Casual Interpreters in line with PFMA, Control, supervise and attend to personnel administrative aspects of Interpreters, To render supervisory services in the legal Interpreting and language environment, Provide mentoring and coaching to Junior and Senior Court Interpreters, Manage Performance of Court Interpreters, Leave Management for language services at the High Court and develop related language glossary.

ENQUIRIES **Technical Related Enquiries Mr. M Mhlontlo Tel No: 047 504 5500**
HR Related Enquiries Mr. Mponzo Tel No: 047 726 5217

REFERENCE **REF NO: 2023/130/OCJ**

POST 07/134 **JUDGE'S SECRETARY (X2 POSTS) (3-Year Contract)**

SALARY **R269 214 – R317 127 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.**

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

REQUIREMENTS

Matric certificate. Minimum of one-year experience as a secretary or as an office assistant in a legal environment. A LLB degree or a minimum of 20 modules completed towards a LLB, or a BA/BCom Law degree will serve as an added advantage and results must accompany the application. A valid driver's licence. 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 Office) and research capabilities.

DUTIES

Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda, decisions, directions, opinions, orders or judgments written or assigned by 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. Store, keep and safeguard all case files and update the case file with the 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 cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. 99 Manage the judge's library and the updating of documentation and publications. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures



and guidelines. Manage the assets allocated to the Judge. Record and submit Statistics on a weekly basis. Will be required to work with other Judges in the division if and when required.

ENQUIRIES **Technical Related Enquiries: Ms S Letlaka Tel No: 010 494 8486**
HR Related Enquiries: Ms T Mbalekwa Tel No: 010 494 8515

REFERENCE **REF NO: 2023/129/OCJ**

POST 07/135 **REGISTRAR (MR3 –MR5)**

SALARY **R268 755 - R 525 747 per annum, (Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.**

CENTRE **EASTERN CAPE DIVISION OF THE HIGH COURT: MAKHANDA**

REQUIREMENTS

Matric certificate and an LLB Degree or a four (4) year Legal qualification or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of two (2) years' legal experience obtained after qualification. 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.

DUTIES

Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes and the Court Proceedings until finalization. Co-ordinate court operations including interpreting services. Co-ordinate civil and criminal appeals and reviews. Process opposed and unopposed applications including divorces. Facilitation of Pre-Trial conferences. Quality checks on Civil and 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. Knowledge of and adherence to policies. 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. Support to the legal fraternity and public. 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. Perform Quasi-Judicial functions and record-keeping thereof.

ENQUIRIES : **Technical Related Enquiries: Ms L Marshall-Reen Tel No: (047 504 5500**
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217



REFERENCE REF NO: 2023/131/OCJ
POST ADMIN CLERK: DEMAND AND TENDER MANAGEMENT

SALARY R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE NATIONAL OFFICE: MIDRAND

REQUIREMENTS

Matric certificate. The following will serve as an added advantage: a 3 year National diploma/Degree in Supply Chain Management or relevant (equivalent) qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of a one (1) year working experience in Supply Chain Management and valid driver's license.

Skills and Competencies

Knowledge and understanding of the legislative framework, prescripts and regulations governing the public service. Computer Literacy: Excel, MS Word.

DUTIES

Render demand management support, Provide administration on functional planning and operation for demand management, Assist in compilation of demand plan and procurement plan, Assist in consolidation of Demand Management Plans, Publishing of bids, Assist in conducting briefing sessions and closing of bids, Provide administration support on Terms of Reference (ToRs) and specification within the demand management, Provide secretariat support for Bid Specification Committee and Bid Evaluation Committee, Assist with compiling of bid documents, Collect and registering of bid documents, monitor bid register, Maintain a filing system for awarded bids, Update and monitor the administration of validity of bids, Assist with Preparation of documents to the relevant Committees.

ENQUIRIES Technical Related Enquiries: Ms N Ntimane Tel No: 010 493 2601
HR Related Enquiries: Mr A Khadambi Tel No: 010 493 2500

REFERENCE REF NO: 2023/132/OCJ

POST ADMINISTRATION CLERK (CRT)

SALARY R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE MPUMALANGA DIVISION OF THE HIGH COURT: MIDDELBURG

REQUIREMENTS

Matric certificate. A minimum of (1) year relevant experience will an added advantage. 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).

DUTIES

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.

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

REFERENCE **REF NO: 2023/133/OCJ**

POST **HUMAN RESOURCE OFFICER**

SALARY **R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.**

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

REQUIREMENTS

Matric certificate and a 3 year National Diploma/ Degree in Human Resources Management with 360 credits as recognised by SAQA will serve as an added advantage. Introduction to PEASAL certificate. A minimum of (1) year functional experience in Human Resource management. Knowledge of the prescripts regulating Human Resources.

SKILLS AND COMPETENCIES

Good communication skills (written and verbal), report writing and good organising skills, computer literacy (Microsoft Office, PERSAL experience) good interpersonal relations. Ability to work under pressure. Accuracy and attention to detail. Confidentiality, tact and discretion when dealing with people.

DUTIES

Implementation of transaction on PERSAL system in respect of appointments, leave, pension, labour relations, recruitment and selection, and PMDS etc. keep statistics of all activities and report accurate statistics to supervisors assist with all administrative duties of Human Resources component and respond to client's queries.

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



REFERENCE REF NO: 2023/134/OCJ

POST SUPPLY CHAIN MANAGEMENT CLERK

SALARY R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE MPUMALANGA DIVISION OF THE HIGH COURT: MBOMBELA

REQUIREMENTS

Matric certificate. Relevant experience in Supply Chain Management will be an added advantage, Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related prescripts, knowledge of Public Sector Procurement process, rules and regulations, knowledge of JYP/LOGIS will serve as an added advantage. A Valid driver's licence.

SKILLS AND COMPETENCIES

Accuracy and attention to detail, good communication skills (written and verbal), Good administration and organisation skills, Ability to work under pressure independently, self-motivated and meet deadlines, computer literacy, (MS Word, Power Point, Excel and Outlook).

DUTIES

Demand and acquisition of goods/services, Ensure compliance with SCM policies. Request, receive and assess quotations, capture requisition on the system, receive procured item and capture invoices on JYP, Assist end users with a compilation of clear specifications, provide administrative procurement support to all stakeholders, ensure proper filling and safe guard of procurement documents.

ENQUIRIES Technical Related Enquiries: Mr MI Jele Tel No: (013) 758 0000
HR Related Enquiries: Mr MV Maeko Tel No: (013) 758 0000

REFERENCE REF NO: 2023/135/OCJ

POST REGISTRY CLERK

SALARY: R181 599 – R213 912 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE MPUMALANGA DIVISION OF THE HIGH COURT: MIDDLEBURG

REQUIREMENTS

Matric certificate. A minimum of 1 year in the records / registry environment Customer service will be an added advantage.



DUTIES

Provide an efficient registry and postal service, Secure handling of incoming and outgoing post, Render an effective filing and records management service, Efficient management and administration of resources.

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

REFERENCE **REF NO: 2023/136/OCJ**

POST **LIBRARY ASSISTANT**

SALARY **R151 884 – R178 917 per annum. The successful candidate will be required to sign a performance agreement.**

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

REQUIREMENTS

Matric Certificate.

SKILLS AND COMPETENCIES

Good written and oral communication skills. Report writing. Research and Planning. Organising and control. Computer Literacy (Microsoft Office). Creative and Analytical thinking. Problem Solving. Good Interpersonal relations. Customer Oriented. Decision making skills. Ability to work under pressure.

DUTIES

Assist with management and control of Library and its resources in line with the library code and other applicable prescripts. Assist with ordering of library material approved by the library committee. Assist in classifying, cataloguing and indexing library material. Update loose-leaf publications. Responsible for the sub-libraries outside the court. Assist with running and maintenance of the library including the physical structure. Arrange for the binding of loose-leaf publications. Processing of standing orders. Carry boxes on delivery of books to Judges Chambers. Assist with compiling of reports on library matters.

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

REFERENCE **REF NO: 2023/137/OCJ**

POST **TYPIST**

SALARY **R151 884 - R178 917 per annum the successful candidate will be required to sign a performance agreement.**

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



REQUIREMENTS

Matric certificate or an equivalent qualification with a typing as a passed subject. Minimum typing speed of 20wpm. Shortlisted candidates will be required to pass a typing test.

DUTIES

Typing of judgments, court order and any other documents as required by supervisors or judges. Relief administrative personnel where necessary, Filing, opening files and making appointments, Dealing with public queries and other administration duties, assisting quasi-judicial section with drawing of files, attending to telephone calls regarding quasi-judicial matters, assist in general office when need arises.

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

POST **MESSENGER (X2 POSTS)**

SALARY **R128 166 - R150 975 per annum the successful candidate will be required to sign a performance agreement.**

CENTRE : **MPUMALANGA DIVISION OF THE HIGH COURT: MBOMBELA**
REF NO: 2023/138/OCJ
MPUMALANGA DIVISION OF THE HIGH COURT: MIDDLEBURG
REF NO: 2023/139/OCJ

REQUIREMENTS Grade 10 or Abet. A valid driver's license.

SKILLS AND COMPETENCIES

Excellent verbal and written communication skills. Basic understanding of customer service. Ability to maintain accurate records. Ability to understand and follow directions. Ability to maintain the safety and security of packages, documents, messages, and other items received or being delivered. Thorough understanding of maps and directions, and traffic rules. Knowledge of relevant legislations. Planning and organizing skills. Problem solving and analysis. Time 102 management. Client orientation and customer focus. Communication skills. Attention to detail. Good interpersonal skills.

DUTIES

Collection and distribution of post/parcels, files and other documents and photocopying of official documents. Making copies of Court rolls and circulate according to distribution list. General messenger duties. Assist at administration section or general office when required.

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

