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

**NOTE:** The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities. 

All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). ONLY shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and 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) (when shortlisted). Dual citizenship holders must provide the Police Clearance certificate from country of origin (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 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 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

**Eastern Cape/Bisho/Makhanda/ Gqeberha/ East London Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London

**Gauteng Provincial Service Centre, Johannesburg/Pretoria/Land Claims: Randburg:** 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.

**Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatje Drive, Room B107, Kimberley.

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

**North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng

**KwaZulu Natal, Durban:** Quoting the relevant reference number, direct your application to: Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban, 4000.

**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.

**Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

**CLOSING DATE:** 25 March 2024

**POST: DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION SECURITY OFFICER REF NO: 2024/12/OCJ**

**SALARY:** R811 560 – R952 485 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

**CENTRE:** National Office: Midrand

**REQUIREMENTS :** Applicants should be in possession of an appropriate Bachelor's Degree (NQF 7)/ 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 Certificates or Equivalent Certification. Minimum of five (5) years' experience in IT Systems Security and ICT Governance. IT



Security Policy Development and administration. Working knowledge and experience on ISO 27001, other related information security standards and frameworks. Good understanding of IT threats and vulnerabilities. Good understanding of IT security system tools. Knowledge of Public Service Regulations. Knowledge of IT Governance including Information Security Governance. Project Management. Information Security architecture capabilities. Broad IT understanding. Understanding of Information Security Technologies. Understanding of Risk Management framework. Skills and Competencies: Listening Skills. Analytical thinking. Forward thinking in driving innovation solution. Passionate about technology security. Good report writing skills. Problem solving skills. Communication skills.

**DUTIES:** Drive and ensure implementation of the Public Service Information Security Policy. Ensure Departmental information security governance, practices, and procedures. Develop and maintain the Information Security Management Framework. Develop, Coordinate and Monitor the Information Security and Cybersecurity Programme; i.e. Ensure implementation, continuous monitoring and review the Information security management program. ICT Risk Management Programme. Conduct continuous vulnerability management. Develop ICT Security Policy and Procedures. Monitor implementation of Policy and Procedures. Implement effective information security awareness program. Plan and Implement IT Security skills programme for users and ICT personnel. Champion and educate the organization about the latest security strategies and technologies. Ensure that information security is integrated to all stages of the systems development life cycle. Ensure physical security measures for all IT Assets. Monitor the IT infrastructure for security related events. Develop and maintain ICT continuity Plans. Coordinate the implementation and maintenance of Disaster Recovery Plans; i.e. DR testing etc. Schedule and manage all periodic security audits. Coordinate the action plans to address internal and external audit findings. Oversee the ICT project management office and provide leadership to the team. Coordinate technical controls defined within the Information Security Management Framework or program. Develop weekly, monthly and quarterly plans and reports for the Information Security environment. **ENQUIRIES:** Technical Enquiries: Mr. T Mohono Tel No: (010) 493 8754, HR Related Enquiries: Ms. S Tshidino Tel No: (010) 493 8771

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

**POST: LAW RESEACHER REF NO: 2024/13/OCJ**

**SALARY:** R424 104 – R508 692 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

**CENTRE:** Middelburg High Court

**REQUIREMENTS:** Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of two (2) years' legal experience obtained after qualification, A minimum of three (3) years' legal research experience and completed articles will be an advantage, Knowledge of Electronic Information Resource and online retrieval (Westlaw, LexisNexis, Jutastat) Skills and Competencies: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Problems analysis, solving and planning skills. Computer literacy (MS Word). Project management, including planning and organizing ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Ability to work under pressure. Time management skills. Creative and analytical skills.

**DUTIES :** Perform all legal duties for the Judges to enable them to prepare judgements. Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge. Read all relevant material and analyze 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 judgments, articles, speeches and



conference papers with respect to spelling and grammar. Double-check all references and footnotes on in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes to that the Judge can accept or decline any proposed changes. Drafting of speeches, legal articles and conference papers electronic format on legal issues as requested by a Judge. Read all the relevant material and analyze it thoroughly. Prepare PowerPoint presentations. Perform quasi – judicial functions. Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence. Performing any court – related work requested to improve the efficiency of the court.

**ENQUIRIES:** Technical Enquiries: Ms Y Seswene Tel No: (013) 792 2211, HR related Enquiries: Mr S Zwane / Mr MV Maeko Tel No: (013) 758 0000

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

**POST: STATISTICAL OFFICER REF NO: 2024/14/OCJ**

**SALARY:** R359 517 – R420 402 per annum (Level 08). (The successful candidate will be required to sign a performance agreement)

**CENTRE:** Eastern Cape Division of the High Court (Bhisho)

**REQUIREMENTS :** Applicants should be in possession of an appropriate Bachelor's Degree (NQF 7)/ National Diploma (NQF 6) in Statistics or equivalent qualification; 2-3 years' experience in statistical/data collection environment; a valid driver's licence. Skills and Competencies: Knowledge of relevant policies and strategies; Statistical analysis and reporting; Analytical skills; Communication skills; Problem solving and motivational skills; Presentation/facilitation skills; Computer literacy (MS Office); Sound interpersonal skills; Ability to maintain 13 professionalism at all times; Attention to detail and ability to work under pressure; Self-motivated; Patience and self-control.

**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: Mr S. Gani Tel No: (046) 603 5009, HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

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

**POST: SENIOR COURT INTERPRETER REF NO: 2024/19/OCJ**

**SALARY:** R294 321 – R343 815 per annum (Level 07). 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: Gqeberha

**REQUIREMENTS :** Applicants should be in possession of Grade twelve (12) and ten (10) years' practical experience in court interpreting or appropriate National Diploma (NQF 6) in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) and a minimum of three (3) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous





languages (Afrikaans, isiXhosa). Candidates will be required to undergo oral and written language proficiency testing. A valid driver's licence will be an added advantage. Excellent communication skills (written and verbal), Computer literacy (MS Office), Good interpersonal skills, Ability to work under pressure and solve problems, Accuracy and attention to detail, Customer service.

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

**ENQUIRIES:** Technical Related Enquiries: Ms P Nyhiba Tel No: (041) 502 6626, HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

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

**POST: JUDGE'S SECRETARY REF NO: 2024/20/OCJ (Re-advertisement, candidates who previously applied must re-apply)**

**SALARY:** R294 321 - R343 815 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

**CENTRE:** Limpopo Division of the High Court: Polokwane

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

**DUTIES:** Typing (or formatting) of draft memorandum, decisions, directions, opinions, orders or judgments written or granted by the Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. Safeguarding of all case files and 14 the endorsement of case files with an order or direction made by the Judge. Update files and receipt documents while case file is with the Judge, provide same to the Registrar once matter is finalised by Judge. Perform digital recording of court proceedings whether virtually or physically for court 80 hearings, while on urgent duty for court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment has been entered on the case file, return case file to the Registrar. Accompany the Judge to the court and circuit courts. Perform administrative duties of the registrar prior to and while on circuit. Cooperate with Judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle and logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines. Maintain confidentiality in respect of the operations of both the judge's private and official schedule.



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

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

**POST: JUDGES SECRETARY REF NO: 2024/21/OCJ**

**SALARY:** R294 321 - R343 815 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

**CENTRE:** Land Claims Court, Durban

**REQUIREMENTS:** Matric certificate with 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 advantage and results must accompany the application. Shortlisted Candidate will be required to pass a typing test.

**DUTIES :** Type (or format) draft memorandum decision, opinions or judgement entries written by assigned Judge; Provide general secretarial / administrative duties to the Judge, Manage and type correspondence, judgements and orders for the Judge (including data typing), arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangement. etc; perform digital recording of court proceedings urgent court after house and ensure integrity of such recordings, store, keep and file court records safety: after a case has been completed and opinion, decision or judgment entry released, returns 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 Judge's vehicle, logbook and the driving thereof; compile data and prepares reports and documents for assigned judges as necessary, including expenses reports, continuing legal hours, financial disclosure statement, and case management; Arrange receptions for the Judge, and his visitors and attend to their needs; Management of Judge's Library and updating of loose leaf publications; Execute Legal research as directed by the Judge. Comply with departmental policies and prescripts and procedures or guidelines.

**ENQUIRIES :** Technical enquiries: Ms T Nzimande Tel No: (010) 494 9238, HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 **APPLICATIONS :** Gauteng Provincial Service Centre, Johannesburg/Pretoria/Land Claims: Durban: 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

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

**POST: JUDGES SECRETARY REF NO: 2024/22/OCJ**

**SALARY :** R294 321 - R343 815 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

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

**REQUIREMENTS:** Grade 12 with typing/ Secretarial Diploma. 1 – 3 years secretarial / Office assistant experience. Short listed candidates will be required to pass a competency/typing test. A valid driver's license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BComm and a Paralegal Qualification will serve as an added advantage. 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 care service skills; Excellent typing skills; Confidentiality; Time management; Computer literacy (MS Office); Research capabilities.

**DUTIES:** Typing; Arrange and diarize appointments. Meetings for official visits, make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files, documents and provide copies of documents to the Registrar. Perform digital recording of Court Proceedings on urgent court cases after hours and ensure integrity of such recordings. Store, keep and file Court records safely. Accompany the Judge to the Courts. Management of Judge's vehicle, logbook and when required, 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 receptions for the Judge and his or visitors and attend to their needs. Management of Judges library and updating of documentation. Execute legal Research as directed by the Judge and comply with prescripts, Departmental Policies, Procedures and guidelines Ensure annotation of relevant publications, codes, acts and rules Attend to and execute requests from the judiciary in connection with cases and case-related matters Exercise control over the management and safekeeping of case records and the record room Deal with the files in terms of the relevant codes and legislation.

**ENQUIRIES:** Technical enquiries Ms V Noah/ Ms M Baker Tel No: (021) 469 4000, HR enquiries: Mr S Hlongwane Tel No: (021) 469 4029

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

#### **POST: REGISTRAR REF NO: 2024/15/OCJ**

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

**CENTRE:** Northern Cape Division of the High Court: Kimberley

**REQUIREMENTS:** Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession. Superior court or litigation experience will be an added advantage. 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 :** Manage and execute quasi-judicial functions Co-ordination of Case Flow Management support process to the Judiciary and Prosecution Manage the issuing of all processes Initiating Court Proceedings Co-ordinate, interpreting services, appeals and reviews Process unopposed divorces and the facilitation of Pre-Trial conferences Quality checks on Criminal Record Book, Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators Supervision and management of staff Provide practical training and assistance to the Registrars' Clerks Ensure annotation of relevant publications, codes, acts and rules Attend to and execute requests from the Judiciary in connection with cases and case related matters Exercise control over the management and safekeeping of case records and the record room Deal with the files in terms of the relevant codes and Legislation.



**ENQUIRIES:** Technical Enquiries: Ms S Basson Tel No: (053) 492 3501 HR Related Enquiries: Ms L Wymers Tel No: (053) 492 3533

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

**POST: REGISTRAR REF NO: 2024/16/OCJ**

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

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

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

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

**ENQUIRIES:** Technical enquiries: Ms N Shandu Tel No: 012 315 7564, HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

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

**POST: REGISTRAR REF NO: 2024/17/OCJ**

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

**CENTRE:** North West Division of the High Court

**REQUIREMENTS:** Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or a four (4) years Legal qualification. A minimum of two (2) years legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. A





valid code B driver's license. MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal & written); Computer literacy, numerical skills, attention to detail, Planning, Organizing, and Control, Problem solving and decision making skills, customer service oriented, Interpersonal skills; conflict management; Strong work ethics; 17 Professionalism; Ability to work under pressure and meeting of deadlines; Results driven; Honesty/ Trustworthy; Observance of confidentiality.

**DUTIES :** Co-ordination of Case flow management and support to the Judiciary; Attend to and execute requests from the Judiciary in connection with cases referred to case management and case management related matters; Manage the capturing, tracking and monitoring of cases referred to case management to ensure compliance with the Uniform Rules of Court and practice directives; Assist the Judge President/ designated case management Judge with the facilitation of Pre-Trial conferences (drawing of the roll); maintaining of statistics on the case management tool; Supervision and management of staff; Provide practical training and assistance to the registrar's Clerk; exercise control over the management of appeals and reviews; Deal with the files in terms of the relevant codes and Legislation. Attend to Taxations.

**ENQUIRIES:** HR / Technical Enquiries: Mr O Sebatso Tel No: (018) 397 7064

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

**POST: REGISTRAR REF NO: 2024/18/OCJ**

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

**CENTRE:** KwaZulu-Natal Division of the High Court: Local Division Durban

**REQUIREMENTS:** Applicants should be in possession of an appropriate Bachelor's Degree (NQF 8) in LLB Degree or a four (4) years Legal qualification, a minimum of 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.

**DUTIES :** 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, Safekeeping of case records and the record room, Deal with the files in terms of the relevant codes and Legislation.

**ENQUIRIES :** Technical Enquiries: Mrs K Marais at 087 106 1780, HR Enquiries: Ms SZ Mvuyana Tel No: (031) 4931721

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

