ANNEXURE H

OFFICE OF THE CHIEF JUSTICE

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.



APPLICATIONS : National Office (Midrand)/Constitutional Court, Braamfontein: 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

Western Cape/Cape Town: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town

KwaZulu-Natal/Pietermaritzburg/Durban: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000. Application can also be hand delivered to Office of the Chief Justice Durban High Court, Human Resource Office, Ground Floor, Corner Somsteu Road and Stalwart Simelane Street, Durban, 4000

Eastern Cape/Gqeberha/Makhanda: 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/Pretoria/Johannesburg/Randburg: Provincial Service Centre: 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.

Mpumalanga Provincial Service Centre/Mbombela/Middleburg: 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 : 27 November 2026

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 only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course,

endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to 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 possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, social media, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.
ERRATUM: Kindly note that the position of Administration Clerk (DCRS): KwaZulu-Natal Division of the High Court: Pietermaritzburg with Ref No: 2026/159/OCJ advertised on Public Service Vacancy Circular 39 dated 30 October 2026 has been withdrawn.

OTHER POSTS

POST 41/98 : **SENIOR LAW RESEARCHER REF NO: 2026/163/OCJ**

SALARY : R605 742 – R713 535 per annum (Level 10). The successful candidate will be required to sign a performance agreement.

CENTRE : Land Court: Randburg

REQUIREMENTS : Applicants should be in possession of an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA. A minimum of three (3) years' experience in the relevant field of which one (1) year should be at supervisory level. Completed articles and a valid driver's license will serve as added advantage. Knowledge and Skills: Knowledge of Electronic Information Resources and online retrieval (Westlaw, LexisNexis, and Jutastat), general Legal Knowledge, knowledge of operating DCRS/CRT machine, Employment Equity Act, Practice Manual of the Court, sound understanding of South African law and judicial system, interpretation and application of the law and Batho Pele Principles. Skilled in Computer literacy skills (MS off, research skills, report writing and editing skills, communication skills (written and Verbal), problem analysis and solving skills, planning and organising, decision-making, time management, creative and analytical skills.

DUTIES : Consult with the judiciary in chambers and take instructions, peruse all the material lodged, identify the issue and initiate appropriate research, provide analytical summary of counsels' arguments or written evidence in the court record, delegate instructions to the researchers, conduct research on electronic databases as per the Judges' request, ensure that all research provided to Judges is comprehensive and accurate. Ensure there are no stylistic, syntactical or grammatical errors, ensure Judgments conform to the

accepted writing Style Guide of each Court, ensure preparation of a comprehensive memorandum on the outcome of the research, ensure all judgments, articles, speeches and conference papers with respect to spelling and grammar, double-check all references and footnotes in all judgments and legal articles against the original text to ensure correctness. Draft speeches, conference papers and legal articles, ensure that all speeches, conference papers and articles are thoroughly researched, are accurate and of the highest quality, ensure secretariat functions including Provincial Efficiency Enhancement Committee (PEEC) meetings are being effectively performed, ensure the judiciary of the Division is up to date on recent developments in case law, practice directives and legislation, keep abreast of all the landmark judgments / recent developments in the law, changes in legislation and regulations, ensure researchers attend to publisher related queries (e.g. Juta, Lexis and Saflii). Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/163/OCJ@judiciary.org.za

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

POST 41/99 : **IT COORDINATOR REF NO: 2026/164/OCJ**

SALARY : R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Provincial Service Centre

REQUIREMENTS : Applicants should be in possession of a National Diploma in Computer Engineering/Information Technology/equivalent related qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in general IT desktop support of which one (1) year should be at supervisory level. ITIL Foundation Certificate and a valid driver's license will serve as an added advantage. Knowledge and Skills: Project and Systems Management, Network Administrator, Help Desk or First Line Support, knowledge of government prescripts, regulations, and laws. Knowledge of development of users training manuals, guidelines and procedures and drafting budget, knowledge and experience in evaluation on End-User training, knowledge of Public Sector IT environment, LAN, Project and Change Management, knowledge in IT Asset Management. Skilled in communications (written and verbal), problem solving and analytical skills coaching, interpersonal relations, training and presentation skills, planning and organisation, decision making, technical skills, computer, project management, customer service orientated and time management skills.

DUTIES : Optimise Business Applications and transversal systems in the High Court, conduct ICT infrastructure operations assessment within the High Court, respond to all IT support requests, enquiries and calls logged with the OCJ and DOJ&CD helpdesk and escalate when necessary, manage IT contracted service providers at the provincial level, provide provincial reports and ad hoc reports with regards to the ICT projects and System Utilisation.

ENQUIRIES : Technical Related Enquiries: Ms RS Ledwaba Tel No: (013) 758 0000
HR Related Enquiries: Mr SJ Zwane Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email to 2026/164/OCJ@judiciary.org.za

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

POST 41/100 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: 2026/165/OCJ**

SALARY : R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Provincial Service Centre

REQUIREMENTS : Applicants should be in possession of a National Diploma in Security and Risk Management/Policing or equivalent relevant qualification at NQF level 6 with

360 credits as recognised by SAQA. A minimum of three (3) years' experience in the relevant field of which one (1) year should be at supervisory level. A valid driver's license and Grade A Private Security Industry Regulation Authority (PSIRA). Knowledge and skills: Security Policy and Procedures, Risk and Management Policy OHS Act, knowledge of Vetting Policy, knowledge of Security Management Processes, Public service regulation 2016, Public Service Act, MISS, PFMA Act, Republic of South Africa Constitution. Skilled in computer literacy, communication, supervisory skills, decision-making, planning and execution, Problem solving and analytical skills, Presentation, research writing skills, time management and good interpersonal relations

DUTIES : Manage contracted security service provider(s) and ensure compliance with the Service Level Agreement. Conduct security assessments, planning and investigations and recommend measures for improvement. Ensure Compliance to Occupational Health and Safety Act. Manage matters related to integrity management and investigate security breaches. Provide security advisory to management and maintain security value adding consultancy. Supervise and develop staff.

ENQUIRIES : Technical Related Enquiries: Ms RS Ledwaba Tel No: (013) 758 0000
HR Related Enquiries: Mr SJ Zwane Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email to 2026/165/OCJ@judiciary.org.za

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

POST 41/101 : **LAW RESEARCHER REF NO: 2026/166/OCJ**
(12 Months Contract)

SALARY : R487 197 – R573 897 per annum (Level 09), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE : North West Division of The High Court: Mmabatho

REQUIREMENTS : Applicants should be in possession of an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA. A minimum of three (3) years in the relevant field (law research/judicial support). Superior court or litigation experience and a valid driver's license will serve as an added advantage. Knowledge and skills: Basic Conditions of Employment Act and related labour laws & Departmental policies, knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, sound understanding of South African law and judicial system, Interpretation and application of the law and Batho Pele Principles. Skilled in communication (verbal and written), problem solving and decision-making, excellent research and analytical skills, report writing and editing skills, problem solving, Financial Management, strategic skills, analytical skills, presentation, planning and organising including computer literacy, (Word, PowerPoint & Excel,).

DUTIES : Provide support with legal research on various legal issues, statutes, rules, regulations, and case law. analyse and apply complex legal principles and provide summaries to the judges, provide research support to judges in the preparation of hearings and trials, carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, provide support with legal research on various legal issues, statutes, rules, regulations, and case law, analyse and apply complex legal principles and provide summaries to the judges, provide research support to judges in the preparation of hearings and trials, carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, provide analysis through studying all the relevant material, study all the relevant material and provide a thorough analysis thereof, provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument. Research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, prepare a comprehensive memorandum on the outcome of the legal research, provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, correct mistakes (typos)

with the help of track changes so that judges can accept or decline any proposed changes, quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.

ENQUIRIES : Technical Related Enquiries: Ms. L Makula Tel No: (018) 397 7064
HR Related Enquiries: Mr O Sebapatso Tel No: (018) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/166/OCJ@judiciary.org.za

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

POST 41/102 : **LAW RESEARCHER REF NO: 2026/167/OCJ**

SALARY : R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : Land Court: Randburg

REQUIREMENTS : Applicants should be in possession of an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA. A minimum of three (3) years in the relevant field (law research/judicial support). Completed articles and a valid driver's license will serve as an added advantage. Knowledge and skills: Basic Conditions of Employment Act and related labour laws & Departmental policies, knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, sound understanding of South African law and judicial system, Interpretation and application of the law and Batho Pele Principles. Skilled in communication (verbal and written), problem solving and decision-making, excellent research and analytical skills, report writing and editing skills, problem solving, Financial Management, strategic skills, analytical skills, presentation, planning and organising including computer literacy, (Word, PowerPoint & Excel,).

DUTIES : Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, analyse and apply complex legal principles and provide summaries to the judges, provide research support to judges in the preparation of hearings and trials, carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, provide analysis through studying all the relevant material, study all the relevant material and provide a thorough analysis thereof. Provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos and prepare a comprehensive memorandum on the outcome of the legal research. Provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes. Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.

ENQUIRIES : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/167/OCJ@judiciary.org.za

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

POST 41/103 : **ASSISTANT DIRECTOR: JUDICIAL SUPPORT REF NO: 2026/168/OCJ**

SALARY : R487 197 - R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of The High Court: Middelburg

REQUIREMENTS : Applicants should be in possession of a National Diploma in Office Management/ Business Administration/ or a related relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (03) years' relevant experience in an administrative office management environment, of which one (1) year should be at supervisory level. A valid driver's license and LLB degree will serve as an added advantage. Knowledge and skills: Knowledge of relevant legislatives and regulations, knowledge of case lines, knowledge of office management responsibilities, systems and procedures, knowledge of Supervisory Facets, knowledge of Electronic Information Resource and online retrieval. Skilled in communication (written and verbal), facilitation, report writing, presentation, decision-making, interpersonal relations, organisational skills, ability to multitask, professional telephone manner, people management, empowerment. Strategic capability and leadership, problem solving and analytical skills. Along with the following attributes: Able to work under pressure and assertive Meticulous.

DUTIES : Manage the administration in the Office of the Judge President, arrange and diaries meetings and appointments involving the Judge President, coordinate all engagements between Judges and Divisional Senior Officials with the Judge President. Ensure attendance on all queries addressed to the office of the Judge President. Attend to general correspondence in the Office of the Judge President, including but not limited to drafting and compiling all memos, letters, reports and presentations by the Judge President. Coordinate and administer leave management of the Office of the Judge President. Attend to correspondence in relation to reserved Judgements as well as complaints arising from reserved Judgements. Attend to arrangements for the Judge President to preside in the administering of oaths of office to members of the Provincial Executive and other office bearers. Coordinate arrangements for the reconstruction of delayed appeals records involving retired and deceased Judges. Facilitate the monthly reserved judgements statistics for the division. Coordinate correspondence and statistics regarding reserved Judgements and updating the reserved Judgements register. Collect and co-ordinate inputs from Judges including all necessary documentation to inform the budgetary processes. Provide support to the Judge President in determining funding requirements for budgeting process. Check and verify financial reports in support of the Judge President's office. Source and certify the correctness of invoices and statements regarding expenditure in the Judge President's office. Coordinate all logistics for meetings and other engagements of the Judge President, locally and internationally, including the submission of reports and presentations as well as the implementation of resolutions emanating from such meetings. Attend to the Judge President's actionable items from the Heads of Court committees he chairs. Ensure necessary secretariat support in meetings chaired by the Judge President, including but not limited to Divisional Leadership meetings, Divisional operational meetings as well as Divisional Judges meetings and Divisional stakeholder meetings. Manage travel arrangements and complete documentation for approval. Facilitate maintenance of Judge President's vehicle and submit logbook. Submit S&T claims, cell phone and 3G data claims. Provide a record management function, including collection, distribution, retrieval and filling of records.

ENQUIRIES : Technical related enquiries: Ms RS Ledwaba Tel No: (013) 758 0000
HR related enquiries: Mr SJ Zwane Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email to: 2026/168/OCJ@judiciary.org.za

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

POST 41/104 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2026/169/OCJ**

SALARY : R487 197 - R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : Applicants should be in possession of National Diploma in Human Resource Management / Public Administration / Public Management, Personnel Management or relevant qualifications at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in the relevant field of which one (1) year should be at salary level 7/8 or supervisory level. PERSAL Certificate in Leave & Personnel Administration. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge and understanding of the Legislation/Prescript and framework governing the

Public Service i.e., Public Service Act, Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act, knowledge of HRM related standards, practices, processes and procedure, Knowledge of PERSAL and Batho Pele principle. Skilled in computer literacy, communication, report writing, analytical thinking, problem solving, planning and organising, decision making, motivation, presentation and time management.

DUTIES : Identify funded vacant posts, ensure request to advertise are submitted to Head Office, ensure submission of panel memo for approval, monitor the compilation and implementation of the recruitment plan and submit to Head Office, conduct shortlisting and interviews, provide advice and guidance on recruitment and selection matters, ensure compliance in line with the implementation of appointments (promotions, transfers and movements) and monitor maintenance of staff establishment. Capture office leave plan, quality assure all necessary documents and forms completed and approved/ disapproved leave on PERSAL, ensure that the leave register has been updated, conduct leave audit, ensure submission and completion of PILLIR applications, monitor completion and submission long service, Housing allowance, Probation reports and EHW forms, monitor completion and submission of termination documents. Ensure all officials sign and submit performance agreements, mid-year review and annual assessments, monitor the payment performance reward, quality assure data for outstanding PMDS documents and take remedial actions and compile a report, facilitate pre-moderation meetings and take minutes, facilitate appeals emanating from the moderation process within the province, compile and submit training needs, implement the training plan in the province. Ensure compliance on labour relations reporting, investigate and implement the recommendations on grievances, provide support to investigations and disciplinary hearings in consultation with labour relations, implement the outcomes of disciplinary hearing, dispute and appeal cases, provide support on conciliations and arbitrations and implement the EHW programmes in the province. Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical related enquiries: Ms. Z Sondlo Tel No: (011) 493 7400
HR related enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be sent via email to 2026/169/OCJ@judiciary.org.za

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

POST 41/105 : **PRINCIPAL COURT INTERPRETER REF NO: 2026/170/OCJ**

SALARY : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

CENTRE : Labour And Labour Appeals Court: Johannesburg

REQUIREMENTS : Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent related qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' practical experience in Court Interpreting or Grade twelve (12) certificate with at least ten (10) years' practical experience in Court Interpreting. Proficiency in English, Afrikaans and isiXhosa. Proficiency in any other indigenous languages and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Batho Pele and the OCJ Principles, Court proceedings, Cultural diversity, Knowledge of Policies, Prescripts, and Legislation and Full command of the languages. Skilled in communication (oral and written), listening, computer literacy (Ms Word, PowerPoint, Outlook and Internet, etc.), problem solving, interpersonal relations, planning and organising, people skills, intermediate typing and customer service orientation.

DUTIES : Render interpreting services in high profile matters, interpret in complex cases, interpret in criminal, civil, and Labour Court, interpret in small claims court, interpret in disciplinary hearing, interpret in Conciliation and Arbitration, interpret in confession, interpret pre-trial proceedings and consultations.

Control, supervise and attend to personnel administrative aspects of interpreters, provide mentoring and coaching to junior/ senior interpreters, manage performance agreement contracts, draw a schedule for replacement of Court Interpreters, control leave of Court interpreters and submit Court hour registers, quarterly submit probation reports, monitor subordinates on EHWP, translate Legal documents and exhibits, study and analyse the source documents, conduct necessary research and consult, develop terminology, harvest of terminology, database development, provide terms and their respective meanings in the glossary register, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regards to all aspects of the work, manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical related enquiries: Ms. T Nzimande Tel No: (011) 494 9238
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/170/OCJ@judiciary.org.za

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

POST 41/106 : **SENIOR COURT INTERPRETER REF NO: 2026/171/OCJ**

SALARY : R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement

CENTRE : Eastern Cape Division of The High Court: Makhanda

REQUIREMENTS : Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' practical experience in Court Interpreting or Grade twelve (12) certificate with at least ten (10) years' practical experience in Court Interpreting. Proficiency in English, Afrikaans and isiXhosa. Proficiency in any other indigenous languages and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of relevant acts and regulations, knowledge of culture, knowledge of subject area, knowledge on how to translate and be able to keep to time frame, computer literacy (MS Office), effective communication skills (written and verbal), time management, good interpersonal relations skills, listening skills, customer service skills, problem solving skills, planning and organising skills, decision making skills. analytical thinking, excellent English language, flexible, motivational, able to work under pressure, meticulous, self-driven and people centric.

DUTIES : Render interpreting services: Interpret in Children's Act matters, criminal proceedings, Civil proceedings, Domestic Violence Act matters, Older Persons Act matters, Family, Protection from Harassment Act matters, Labour, Maintenance Act matters, Child Justice matters, Inquests, and quasi-judicial matters, interpret in small claims Courts, interpret in disciplinary hearing, interpret in Conciliation and Arbitration, interpret in confession. Interpret in pretrial proceedings and consultations, liaise with the supervisor for foreign language interpreters, interpret from source to target language during Court proceedings, pre-trial, consultation, quasi, judicial. interpret non-verbal gestures, dramatization and confessions, engage with the judiciary to confer on the readiness and/or performance of a particular interpreter in Court, render legal and quasi-judicial and language service: Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language, convey the correct language in accordance with language usage of the speaker, control the speaker and ensure that the citations are interpreted correctly, interpret non-verbal gestures dramatization 61 and confessions, translate legal documents and exhibits: Study and analyse the source document, conduct the necessary research and consult with the relevant parties, ensure accurate cite translation documents, check, edit and revise the translated document, translate mechanically recorded audio

material. Develop terminology and provide support in the reconstruction of records: Accumulate terminology and develop database, populate the terms and respective meaning in the glossary register, gather all trial documents, attend to mechanical recordings, compare notes of the Presiding Officer, State and Defence.

ENQUIRIES : Technical related enquiries: Ms L Frazer Tel No: (046) 603 5009
HR related enquiries: Mr S Mponzo Tel No: (430) 726 5217

APPLICATIONS : Applications can be sent via email to 2026/171/OCJ@judiciary.org.za

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

POST 41/107 : **HUMAN RESOURCE PRACTITIONER REF NO: 2026/172/OCJ**

SALARY : R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : Applicants should be in possession of National Diploma in Human Resource Management/Business Administration or related qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of one (1) year' experience (including internship and learnership). A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of the Constitution, knowledge of departmental design, frameworks, practices, and processes, knowledge of Public Service Acts\Regulation, Basic Departmental policies and procedures, Batho Pele Principles and knowledge of PERSAL. Skilled in computer literacy, organisational skills, problem solving, time management, communication, presentation, report Writing, project Management, planning and organising skills.

DUTIES : Identify and verify funded vacant posts, draft submission of request to advertise in the province, draft submission of panel memo for approval, compile the recruitment plan with regards to the implementation of appointments in the province, conduct shortlisting and interviews and monitor and maintain of staff establishment. Draft submission of long service, Housing allowance, Probation reports and EHW forms, draft submission of termination documents, conduct leave audit, update leave register, approve/ disapprove transactions on PERSAL and process PILIR applications. Monitor the submission of performance agreements, annual assessment and mid-year review, verify data for outstanding PMDS documents and take remedial actions and compile a report, perform quality assurance on PMDS documents, facilitate pre-moderation meetings and take minutes, facilitate appeals emanating from the moderation process, compile training needs and support the implementation of the training plan in the province. Ensure adequate filing system, file/store, trace (manually) and retrieve documents and files, ensure that the information inside the personal file is filed accordingly and update filing database and records. Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical related enquiries: Ms. Z Zondlo Tel No: (011) 493 7400
HR related enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be sent via email to 2026/172/OCJ@judiciary.org.za

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

POST 41/108 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION REF NO: 2026/173/OCJ**

SALARY : R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants should be in possession of a National Diploma in Human Resource Management/Public Administration/ Management, Personnel Management or related qualifications at NQF level 6 with 360 credits as recognised by SAQA. A minimum of one (1) year experience in Human Resource environment. A valid driver's license will serve as added advantage. Knowledge and skills:

Knowledge and understanding of the Legislation/ Prescript and framework governing the Public Service i.e., Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act, Knowledge of HR related standards, practices, processes and procedure, Structure and functioning of the Department and PERSAL. Skilled in interpersonal and diplomacy skills, computer literacy, organisational skills, problem solving, motivation, negotiations, time management, communication and report writing skills.

DUTIES : Receive request to advertise forms, process all request to advertisement forms of vacant posts, draft adverts in line with job specification and liaise with the relevant managers in line with the request to advertise forms, liaise with line managers regarding recruitment activities, coordinate the placement of adverts in various advertising platforms (DPSA circular, Government page, and Newspapers), maintain the receiving and sorting of applications, develop a master list database, coordinate shortlisting and interviews, communicate with line managers regarding selection activities in line with the legislative requirements, attend to recruitment related queries, ensure the capturing of all received applications, ensure all registers and statistics are updated, conduct personal suitability checks (criminal, citizen ship, reference checks and verifications of qualifications) for recommended candidate, ensure all recruitment and selection records are accurately complete in line with the Recruitment and Selection Check List and Appointment Check List, update and maintain the master list database for recruitment and selection processes, schedule and organise meetings, compile minutes and memos, provide secretariat support services, file all the documents within the unit, facilitate procurement of stationary and all other petty cash purchases, ensure the administrative of all recruitment and selection database, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical Related Enquiries: Ms S Tshidino Tel No: (010) 493 8711
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be sent via email to 2026/173/OCJ@judiciary.org.za

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

POST 41/109 : **JUDGE'S SECRETARIES REF NO: 2026/174/OCJ (X9 POSTS)**

SALARY : R338 106 - R398 277 per annum (Level 07). 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 a Grade 12 certificate, a minimum of 20 modules completed towards an LLB, BA / BCOM Law degree. A minimum of two (2) years secretarial experience in the relevant field. Candidate to pass a typing test. A valid driver's licence will serve as an added advantage. Knowledge and skills: Knowledge on the Constitution of South, relevant legislatives, regulations, case lines, court online, secretariat prescripts, responsibilities, systems and procedures, Electronic Information Resources, online retrieval and Batho Pele principles. Skilled in communication, planning and organising, interpersonal, customer service, typing including Dictaphone typing, time management, Microsoft Office Programs, research capabilities, problem solving, judgment and decision making. Along with the following attributes: Assertive, meticulous, ability to work under pressure, time-bound, flexible, creativity, analytically, professionalism and attention to detail.

DUTIES : Diarise the appointments and meetings of the Judge, type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library. Ensure that all visitors are received, screened and their queries are attended to, record all incoming

and outgoing documents, order and collect stationery for the Judge, collect the files before the commencement of a Criminal matter from the Registrar's office at the Criminal section, keep update the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders, ensure that the Heads of Argument from various stakeholders are available to the Judge as per the filing that was done, administer the correct Oath ID or declaration in court, when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, ensure that in the Criminal Court exhibits are handled, controlled and noted professionally, ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, ensure the submissions of Cell phone and 3G data claims for process purposes and ensure that all updates on the loose leafs in the Judges library are attended to.

ENQUIRIES : Technical related enquiries: Mr PA Nkone Tel No: (012) 492 7606
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/174/OCJ@judiciary.org.za

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

POST 41/110 : **REGISTRAR REF NO: 2026/175/OCJ**

SALARY : R337 563 - R1 155 777 per annum (MR3 - MR5). Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). 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 : KwaZulu Natal Division of The High Court: Durban

REQUIREMENTS : Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification at NQF level eight (8) with 480 credits as recognised by SAQA. A minimum of two (2) years post graduate legal experience. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post graduate legal experience. **MR4:** LLB Degree or equivalent plus minimum of 8 years post graduate legal experience. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post graduate legal experience. Superior Court of litigation experience and a driver's license will serve as an added advantage. Skills and Competencies: Knowledge of registrar's duties, Case Flow Management, legislative framework governing the public service and Batho Pele Principles. Skilled in communication (verbal and written), computer literacy, numeracy, planning, organising, controlling, problem solving, decision making, customer service orientation, interpersonal 95 skills and conflict management. Along with the following attributes: Attention to detail, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, results driven, honesty/trustworthy and observance of confidentiality.

DUTIES : Process default judgements to enhance efficiency of the court in handling of quasi- judicial functions: Determine whether pleadings/processes comply with the court rules, consider applications for default judgement (Rule 31(5) – by applying court rules and regulations, case law, discretion and knowledge, capture accurate outcome to the relevant litigating party, capture and update accurate Default applications register and data tool on percentage of default judgements granted by Registrars to the Statistician, execute taxations to enhance efficiency of the court in handling of quasi-judicial functions, Tax bills of cost-by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs, process and finalise Opposed and Unopposed Taxations in accordance with SOP, deal with and finalise taxation

reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the office, submit reporting tool on Taxations to the Statistician, manage criminal /civil process to enhance efficiency of the court: Analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline and general queries and Chapter 9 institution enquiries, coordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the collation of performance information /data/ Statistics for the purpose of reporting as per Reporting Tools, maintain and update manual registers for Audit of reported Performance information, supervise, develop staff and ensure general supervision of employees.

ENQUIRIES : Technical related enquiries: Ms K Marais Tel No: (031) 492 4699
HR related enquiries: Ms S Mvuyana Tel No: (031) 492 1723

APPLICATIONS : Applications can be sent via email to 2026/175/OCJ@judiciary.org.za

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

POST 41/111 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2026/176/OCJ**

SALARY : R237 453 – R279 708 per annum (Level 05), 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 a Grade 12 Certificate. No experience is required. Knowledge and skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. basic knowledge and insight of the Public Service financial, legislation, procedures and Treasury regulations (PFMA, PSA, DFI), knowledge of basic operating systems (BAS), basic knowledge of work procedures in terms of work environment, knowledge of legislative framework governing the public sector, Batho Pele Principles. Skilled in Communication (written& verbal). problem solving, good public relations, monitoring and analytical skills (MS Teams), planning and organising, report writing, typing skills. along with the following attributes: Customer service orientation, self-management, self-motivated, creative thinking, teamwork, ambitious, assertive, flexible and time bound.

DUTIES : Capture invoices and creation of Creditor Payment Advises, verify the invoices on quantity, price, VAT, item description and supplier details to address and the VAT registration number, where applicable, capture correct information on JYP which will be defaulted to the Creditor payment advice, attach all the relevant prescript documentation to the creditor payment advice, maintain a computerised or manual register of all payments processed track the status of such invoice, provide pertinent information on the state Department's creditors to the DCO and Director Finance, maintain and update the Procurement Status Report with detail of the relevant transactions, compile and maintain records, check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register, carryout and implement preference points system with appropriate goals per commodity in terms of preferential procurement policy objectives, provide secretariat or logistical support during the bid consideration and contracts conclusion process, check if there is a VAT number, distribute store items to the end-user in the absence of the responsible person, maintain a PCC file with all the relevant documents, verify if contract existing in a PO should be placed for the item on contract, verify and capture source documents and place the order with the supplier, verify the price on the quotation or competitive bidding method of procurement should be applied within the delegated authority, draft letters of Awards in cases of the unavailability of JYP and other urgent circumstances, send properly signed purchase orders in regard of all goods and services requests to suppliers which is endorse with the official stamp, provide support in monthly reporting for supply chain management department, administer supply chain day-to day duties for procurement of goods and services, ensure proper filling, recording and safe keeping of documents for audit purpose, administration of stores and compile SCM reports on orders issued.

ENQUIRIES : Technical related enquiries: Mr PA Nkone Tel No: (012) 492 7606
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/176/OCJ@judiciary.org.za

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

POST 41/112 : **SUPPLY CHAIN CLERK REF NO: 2026/177/OCJ**

SALARY : R237 453 – R279 708 per annum (Level 05), The successful candidate will be required to sign a performance agreement

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants should be in possession of Grade twelve (12). No experience required. Knowledge and skills: Knowledge and understanding of administrative and procurement procedure, Public Financial Management Act, Supply Chain Management frameworks, policies and procedures, budgeting and financial management, procurement policies and relevant legislation prior to awarding contracts, PPPFA regulations, Public Service Act 1994, Public Service Regulations 2016, National Treasury Regulations, good understanding of departmental prescripts and frameworks (e.g. departmental codes: COIDA and BBBEE and Batho Pele Principles. Skilled in Computer literacy MS Office, MS Power Point, MS Word, MS Excell, strategic and conceptual orientation, planning, organising and problem-solving skills, Financial Management and interpersonal skills, decision making and time management, communication skills and report writing skills.

DUTIES : Compile and maintain records (asset records/ databases) quality assure and issue furniture, equipment and accessories to components and individuals, capture specification on the electronic purchasing system, identify redundant, non-serviceable and obsolete equipment for disposal and verify asset register. 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 and other objectives, analyse, advise and verify the development of demand management plans, research the relevant identified procurement requests of the department and consolidate demand management plan and procurement plan. Determine whether a specification for the relevant commodity exists, provide support in advising on the nomination of Bid Specification and Bid Evaluation Committee, compile Bid Specification and Bid Evaluation Committee appointment letters, ensure the development of specification in consultation with business units and they comply with quality requirements, compile Bid Specification Committee minutes and submit the specification or terms of reference to the relevant Committee for approval. Provide support in monthly reporting for supply chain management department, administer supply chain day-to-day duties for procurement of goods and services, ensure proper filling, recording and safe keeping of documents for audit purposes and administration of stores and compile SCM reports on orders issued.

ENQUIRIES : Technical Related Enquiries: Ms M Mavuso Tel No: (010) 493 2500
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS : Applications can be sent via email to 2026/177/OCJ@judiciary.org.za

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

POST 41/113 : **MESSENGER REF NO: 2026/178/OCJ**

SALARY : R170 226 – R200 523 per annum (Level 03). 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 ABET (NQF level 2). Knowledge in the relevant field. A driver's licence and one (1) year driving experience in corporate driving will be an added advantage. Knowledge and skills: Knowledge of the procedures to operate the motor vehicle, knowledge of the prescripts for the correct utilisation of the motor vehicle, knowledge of the procedures to ensure that the motor vehicle is maintained properly, Batho Pele principles. Skilled in organisational skills. Basic written communication skills. Computer literate (MS Office), listening skills, problem solving and analysis. time Management skills, client orientated, customer focus. Along with the following attributes: Flexible. Ability to work under pressure and meet deadlines, creative and innovative, confidence, teamwork, accountability and attention to detail.

DUTIES : Sort and arrange correspondence in the registry, record and control correspondence register, sort mail, files, documents and parcels, record

contents and physical addresses in the delivery book/register, collect, distribute and circulate correspondences (mail, parcels, documents and files), collect and deliver mail, files, documents and parcels to/from addressor, collect sealed and address items. Ensure that the recipients sign on the delivery book/register, make copies, fax and shred documents, handle routine and ad-hoc administrative tasks i.e. collect office consumables, ensure proper and secure control over movement of documents, maintain accurate and up to date schedule trip sheets i.e. log official trips, ensure that state vehicle is roadworthy, report any accidents and incidents on the vehicle's conditions report, issue the officials with trip authority and book vehicle for service.

ENQUIRIES : Technical related enquiries: Mr PA Nkone Tel No: (012) 492 7606
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/178/OCJ@judiciary.org.za

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

POST 41/114 : **SECURITY OFFICER REF NO: 2026/179/OCJ**

SALARY : R170 226 – R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE : Kwazulu-Natal Division of The High Court: Pietermaritzburg

REQUIREMENTS : Applicants should be in possession of Grade ten (10)/ ABET level three (3). Basic Security Officer's course, at least Grade C with a valid PSIRA certificate. A minimum of one (1) year experience in security industry is required. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations, access control procedures, control and movement of equipment and stores, prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures and Batho Pele Principles. Skilled in interpersonal, client service, listening, problem solving, decision making, communication, computer and facilitating skills.

DUTIES : Perform access control functions, determine whether visitors have appointments/or the service that visitor requires, contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point, ensure that the admission control register is completed and issue admission control documents/ cards as required, utilise walk-through metal detector for the effectiveness of access control, ensure that unauthorised persons and dangerous object do not enter the building/premises, report all the identified security breaches and non-compliance to the Supervisor, ensure that equipment, document and store do not leave or enter the building or premises unauthorised, ensure that the registers control the movement of equipment, stores and documents are completed, ensure that no equipment, stores as assets of the department leave the building /premises unauthorised, inspect vehicles entering and leaving the premises, gather information and report on missing and stolen equipment and stores, handle documents at points of entry according to classification and the prescripts, operate control room security equipment's, monitor all movements, events, and activities within the department's premises using CCTV equipment's, ensure that security system is in good working condition, report all incidents monitored, report to the supervisor, monitor all access points for effective access control, report all identified non-compliance to security policy and procedures to improve office security, ensure safety in the building and premises, undertake building/ and the primes patrols to identify and check, apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management, monitor and respond to alarm system, ensure all incidents are recorded in the occurrence books/registers, ensure that recorded information is correct, update the information on the occurrence book/register as and when required, liaise with supervisor to verify information recorded and perform any other duties assigned to you by the supervisor/ Court Manager.

ENQUIRIES : Technical Related Enquiries: Mr MN Zondi Tel No: (033) 345 8211
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS : Applications can be sent via email to 2026/179/OCJ@judiciary.org.za

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