

<u>DUTIES</u>	:	Implement efficient and effective recruitment and selection processes Ensure the administration of condition of service and benefit, Implement Performance Management and Development System and training initiatives, Ensure and implement labour relations matters and EHW programmes, Ensure the provision of efficient and effective provision of HR records management services. Supervise and develop staff
<u>ENQUIRIES</u>	:	Technical/HR related enquiries: Ms L Wymers Tel No: (053) 492 3533
<u>APPLICATIONS</u>	:	can be sent via email at 2025/92/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/50</u>	:	<u>REGISTRAR REF NO: 2025/95/OCJ</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the 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.
<u>CENTRE</u>	:	Labour Appeals Court: Durban
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. 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 and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. 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. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms K Marais Tel No: (031) 492 5562
<u>APPLICATIONS</u>	:	HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>NOTE</u>	:	can be sent via email at 2025/95/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/51</u>	:	<u>ADMINISTRATION CLERK: (DCRS) REF NO: 2025/96/OCJ</u>
<u>SALARY</u>	:	R228 321 –R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	KwaZulu Natal Division of the High Court: Durban
<u>REQUIREMENTS</u>	:	Grade 12 certificate, no experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). General Administration / Court related functions regarding court recordings. Good customer services.
<u>DUTIES</u>	:	Provide administrative support in pre-recording of court proceedings. Render proper recording of court proceedings. Perform collection of statistic. Provide

		administrative support as required by the Court Manager and/or Registrar and/or Supervisor.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms K Marais Tel No: (031) 492 5562
		HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	Can be sent via email at 2025/96/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/52</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/97/OCJ</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	KwaZulu Natal Division of the High Court: Durban
<u>REQUIREMENTS</u>	:	Grade 12 certificate, no experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	Provide administrative support in pre-recording of court proceedings. Proper recording of Court proceedings. Perform playback events during or after the session. Attend to general administrative functions for court administration.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms K Marais Tel No: (031) 492 5562
		HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>NOTE</u>	:	Applications can be sent via email at 2025/97/OCJ@judiciary.org.za
		The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/53</u>	:	<u>ADMINISTRATION CLERK REF NO: 2025/99/OCJ</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of the High Court: Mbombela
<u>REQUIREMENTS</u>	:	Grade 12 certificate. A three-year relevant qualification (NQF6) within records management will serve as an added advantage. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Skills and Competencies: Communication skills (verbal and written). Problem solving skills. Administrative skills. Good public relation skills. Time Management skills. Monitoring and analytical skills. Computer literacy skills (Microsoft Teams). Planning and organizing skills. Report writing skills. Typing skills. Understanding of confidentiality in Government. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Public Service.
<u>DUTIES</u>	:	Render general clerical support services. Record, organize, store, capture and retrieve correspondences and data. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration clerical support services within the component. Process travel and subsistence claims for the manager and members of the unit. Provide administrative support services. Provide logistical arrangements to meetings.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms JM Shongwe Tel No: (013) 758 0000
		HR related enquiries: Mr SJ Zwane / Mr Mv Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	can be sent via email at 2025/99/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 17/54</u>	:	<u>ADMINISTRATION CLERK: JUDICIAL APPOINTMENTS REF NO: 2025/100/OCJ (X2 POSTS)</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Midrand
	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. An understanding of the functioning of Commissions or Tribunals and working in the Judicial environment would be an added advantage. Skills and Competencies: Interpersonal and diplomacy skills. Computer literacy skills. Analytical skills. Decision-making skills. Motivational skills. Presentation skills. Communication and report writing skills. Customer service orientation. Self-management. Creative thinking. Teamwork. Flexible. Self-motivated. Knowledge of the relevant legislation and prescripts in relation to the judiciary environment. Knowledge of clerical duties. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	To provide support with the administrative functions in the Office of the Judicial Service Commission. Prepare files for the sifting committee, Judge President, Commission, and Premiers. Provide support with the administrative functions to the members of the Commission, Public, and Stakeholders. Prepare a comprehensive list of short-listed candidates and send to the Judges Presidents, Organised Legal Profession, and members of the JSC. Provide support for administrative functions in the Office of the JSC after the sitting of the commission. Facilitate correspondence with the candidates about the outcomes of the interviews. Provide logistical support to the JSC, JCC, and JCT. Facilitate and ensure logistics for JSC April and October sittings.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mrs. M Songca Tel No: (010) 493 2075 HR related enquiries: Mr. K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS NOTE</u>	:	can be sent via email at 2025/100/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/55</u>	:	<u>ADMINISTRATION CLERK: COMPLAINTS REF NO: 2025/101/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Midrand
	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. An understanding of the functioning of Commissions or Tribunals and working in the Judicial environment would be an added advantage. Skills and Competencies: Interpersonal and diplomacy skills. Computer literacy skills. Analytical skills. Decision-making skills. Motivational skills. Presentation skills. Communication and report writing skills. Customer service orientation. Self-management. Creative thinking. Teamwork. Flexible. Self-motivated. Knowledge of the relevant legislation and prescripts in relation to the judiciary environment. Knowledge of clerical duties. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	:	To maintain the complaints register. Receive and register complaints lodged against Judges. Provide secretariat support services to the Judicial Conduct Committee (JCC). Communicate the outcome of the appeal to the Appellant and Respondent. Receive correspondence regarding litigation against the Judicial Service Commission. Provide logistical support to the JSC, JCC, and JCT. Prepare VA forms for travel arrangements and accommodation for members of the Committee.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mrs. M Songca Tel No: (010) 493 2075 HR related enquiries: Mr. K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS NOTE</u>	:	Can be sent via email at 2025/101/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 17/56</u>	:	<u>ADMINISTRATION CLERK: OFFICE OF THE SECRETARY-GENERAL REF NO: 2025/102/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	National Office, Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Skills and Competencies: Communication skills (verbal and written). Problem solving skills. Good public relation skills. Monitoring and analytical skills. Computer literacy skills (Microsoft Teams). Planning and organizing skills. Report writing skills. Typing skills. Understanding of confidentiality in Government. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing Public Service.
<u>DUTIES</u>	:	Provide administrative-related activities to the unit. Schedule and organize meetings for the unit. Render clerical support services within the Office of the Secretary General. Handle all incoming and outgoing office correspondence and follow up on outstanding matters. Maintain effective filing and records management services. Distribute documents and packages to their respective units. Render logistical arrangements for meetings. Ensure the venue, equipment, and any other logistical arrangements required for meetings are available and functional.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms S Mpheshwa Tel No: (010) 493 2535 HR related enquiries: Mr. K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	can be sent via email at 2025/102/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 17/57</u>	:	<u>ADMINISTRATION CLERK: INSTITUTIONAL SECRETARIAT SERVICES REF NO: 2025/103/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office, Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Skills and Competencies: Communication skills (verbal and written). Problem solving skills. Good public relations skills. Monitoring and analytical skills. Computer literacy skills (Microsoft Teams). Planning and organizing skills. Report writing skills. Typing skills. Understanding of confidentiality in Government. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service.
<u>DUTIES</u>	:	To provide support in planning of the Judiciary governance structure and the OCJ's governance structure meetings. Prepare corporate calendar. Render governance and secretariat support services. Perform the general secretariat function. Render secretarial support services within the Directorate: Institutional Secretariat Services. Manage the Director's office. Provide administrative-related activities to the unit. Maintain a leave register for the unit.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms S Mpheshwa Tel No: (010) 493 2535 HR related enquiries: Mr. K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	can be sent via email at 2025/103/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.