

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** : **Free State Provincial Service Centre/Free State Division of the High Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
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
KwaZulu Natal Provincial Service Centre/Pietermaritzburg/Durban: Quoting the relevant reference number, direct your application to: The Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000.
- CLOSING DATE** : 08 November 2024
- 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. 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 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 a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). 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. 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 will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after 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.

OTHER POSTS

- POST 39/29** : **JUDGE'S SECRETARY REF NO: 2024/176/OCJ (X2 POSTS)**
- SALARY** : R308 154 - R362 994 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** : Matric certificate with typing or Secretarial Diploma, 1 – 3 years secretarial or 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 Law or a Paralegal Qualification will serve as an added advantage and results must accompany the application: 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; Ability to provide support services to a Judge in the office and in a court setting; Attend and provide support services to a Judge at circuit courts around the Western Cape. 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 general requirements.
- DUTIES** : Typing, arranging 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. 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 her visitors and attend to their needs. Management of Judges library and updating of loose leaf publications. 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. Deal with the files in terms of the relevant codes and legislation. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when a judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that the statistics tools are submitted to the Statistical Officer on or before every Friday.
- ENQUIRIES** : Technical Enquiries: Mr R Wesso Tel No: (021) 480 2411
HR Related Enquires: Ms M Baker Tel No: (021) 469 4032
- APPLICATIONS** : Applications can be sent via email at Recruitment20@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 39/30** : **JUDGE'S SECRETARY REF NO: 2024/177/OCJ**
- SALARY** : R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE** : KwaZulu Natal Division of The High Court: Pietermaritzburg
- REQUIREMENTS** : Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA / Bcom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing

test. 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. 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 general requirements.

DUTIES : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and/or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday.

ENQUIRIES : Technical related enquiries: Mr Zondi Tel No: (031) 345 8211

HR Related enquiries: Ms SZ Mvuyana Tel No. (031) 4931723

APPLICATIONS : Applications can be sent via email at Recruitment21@judiciary.org.za

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

POST 39/31 : **REGISTRAR'S CLERK'S REF NO: 2024/178/OCJ (X2 POSTS)**

SALARY : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Division of The High Court: Cape Town

REQUIREMENTS : Matric certificate, Experience in general administration. Experience with court related functions will serve as an advantage, A driver's license would serve as an advantage, A paralegal/ legal qualification will serve as an added advantage Skills and Competencies: Good administration and organising skills, Excellent communication skills (written and verbal), literacy (MS Office and any other IT programmes). Good interpersonal and public relation skills, Ability to work under pressure and solve problems, numerical skills, attention to detail, planning, organizing and skills and customer service skills orientated. 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 general requirements.

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

ENQUIRIES : Technical related enquiries: Ms R David Tel No: (021) 480 2411

HR related enquiries Ms. M Baker Tel No: (021) 469 4000

APPLICATIONS : Applications can be sent via email at Recruitment22@judiciary.org.za

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

<u>POST 39/32</u>	:	<u>REGISTRAR'S CLERK REF NO: 2024/179/OCJ</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	KwaZulu Natal Division of The High Court: Durban
	:	Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Appropriate experience in general administration will serve as an added advantage. Experience in HR related functions, PERSAL and relevant Human Resources management policies may also serve as an added advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office) Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated. Assist with HR related functions. 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. 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 general requirements.
<u>DUTIES</u>	:	Perform functions relating to Human Resources Management. Receiving, processing and capturing of leave applications including Temporary Incapacity Leave. Receiving and processing of applications relating to service benefits. Keeping of personnel records such as Probation and performance management reports. Co-ordinate training and other employee wellness initiative. Keeping of and submission of HR Statistics and Registers. Processing of claims in respect of Overtime and Standby Allowances; Manage distribution and submission of salary advices. Compile and type memorandums. Keep minutes of meetings. Ensure proper filing and safekeeping of all Personnel records. Perform general administrative duties.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Technical/HR related enquiries: Ms SZ Mvuyana Tel No: (031) 4931723 Applications can be sent via email at Recruitment23@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 39/33</u>	:	<u>ADMINISTRATION CLERK (DCRS) REF NO: 2024/180/OCJ (X4 POSTS)</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Division of The High Court: Cape Town
	:	Matric certificate or equivalent, Driver's license, Experience in general administration or court related functions with regard to court recordings and/ or caseload management will be an added advantage, Understanding of confidentiality in Government. Skill and competencies: Good communication (written and verbal) Computer literacy (MS Office and any other related IT programmes. Good interpersonal skills, good public relations skills, Ability to work under pressure and to solve problems, Customer service, Document management. 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 general requirements.
<u>DUTIES</u>	:	Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof; Record court proceedings; Provide administrative support and case flow management in the court. Provide court recording and administrative support to the Judiciary at circuit courts around the WC. Provide any administrative support as required by the Judiciary, Court Manager and/ or Supervisor.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Ms F Cilliers Tel No: (021) 480 2411/Ms M Baker Tel No: (021) 469 4032 Applications can be sent via email at Recruitment24@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 39/34</u>	:	<u>ACCOUNTING CLERK REF NO: 2024/181/OCJ</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Free State Provincial Service Centre
	:	Matric Certificate or equivalent qualification with Accounting as a passed subject. Formal PERSAL training. Shortlisted candidates will be required to submit certificate/s or results. Experience in the administration of salaries and payments will be an added advantage. Knowledge of transversal systems (PERSAL, BAS, LOGIS) will be an added advantage. A National Diploma in Accounting/Finance or equivalent will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Good interpersonal relations. Administrative and organizational skills. Accuracy and attention to detail. Problem solving skills and ability to work under pressure. Basic numeracy 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 general requirements.
<u>DUTIES</u>	:	Process all BAS related transactions. Administer the collection of revenue. Perform salary administration support services in accordance with the PFMA, DFI and Treasury Regulations.

Check claims and other documents for correctness. Capture all financial transactions e.g. payments, allowances, overtime and claims on PERSAL. Administer petty cash. Examine payroll certificates and exercise document control. Maintain financial registers and file all documents. Handle internal and external enquiries. Perform general administrative duties.

- ENQUIRIES** : Technical Related Enquiries: Ms Z. Gxabuza Tel No: (051) 492 4588
HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4573
- APPLICATIONS NOTE** : Applications can be sent via email at Recruitment25@judiciary.org.za
: The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 39/35** : **REGISTRAR'S CLERK REF NO: 2024/182/OCJ (X2 POSTS)**
- SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Free State Division of The High Court
: Matric certificate or equivalent qualification. A minimum of one-year experience in general administration or court related functions will be an added advantage. Understanding of appeal processes and petition procedures will be an added advantage. A valid driver's license will be an added advantage. Skills and Competencies: Good administration and organising skills. Communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal skills. Ability to work under pressure and solve problems. Numerical skills. Accuracy and attention to detail. Self-motivated and ability to work independently. 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 general requirements.
- DUTIES** : Perform clerical and administrative work within the court. Rendering effective and efficient case management support duties in the court. Ensure proper filing and safekeeping of all court records. Administration of all appeal and petition processes. Handle all requests for court files and attend to all stakeholders' enquiries and correspondence. Provide general administrative support.
- ENQUIRIES** : Technical Related Enquiries: Mr. S.P Mathibeli Tel No: (051) 492 4563
Hr Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4573
- APPLICATIONS NOTE** : Applications can be sent via email at Recruitment26@judiciary.org.za
: The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 39/36** : **ASSISTANT LIBRARIAN REF NO: 2024/183/OCJ**
- SALARY** : R183 279 – R215 892 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Free State Division of The High Court
: Matric Certificate or equivalent qualification. Relevant experience will be an added advantage. Knowledge of library and information science matters, prescripts, legislation, procedures and processes. Experience in a legal/law library will serve as an added advantage. A three (3) year National Diploma/Degree in Library Science, Information Science or equivalent qualification will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Customer service oriented. Administrative and organizational skills. Accuracy and attention to detail. Problem solving skills and ability to work under pressure. Flexible and reliable. 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 general requirements.
- DUTIES** : Assist the librarian to perform all aspects relating to the library's operations; Assist with classifying and cataloguing; Assist with tracking of library collections; Assist with annotations and updating of legislation; Circulation of legislation (Journals and Government Gazettes); Verify orders and file the library materials accordingly; Continuously review library collections for duplicate, obsolete or suspended materials; Keep and maintain library registers; Conduct annual stock taking; Perform any other library administrative duties.
- ENQUIRIES** : Technical Related: Ms Z. Gxabuza Tel No: (051) 492 4588
HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4573
- APPLICATIONS NOTE** : Applications can be sent via email at Recruitment27@judiciary.org.za
: The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 39/37** : **USHER MESSENGER REF NO: 2024/184/OCJ**
- SALARY** : R155 148 - R182 757 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court, Cape Town
: Matric Certificate or equivalent qualification, A minimum of one-year supervisory experience will be an added advantage. A valid driver's license will be an added advantage, Experience in general administration and/or in a court environment will be an added advantage. Skills and Competencies: Good administration and organizational skills, Excellent communication skills (written and verbal), Computer literacy (MS Office). Good interpersonal and public relation skills, Ability to work under pressure and solve problems, numerical skills, attention to detail, planning, organizing skills and customer service skills orientated, Ability to provide support services to a

Judiciary and Court Management in the office and in a court setting; Customer Service, Document Management. 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 general requirements.

DUTIES : To contribute toward the smooth running of the criminal and civil courts. Allocation of courts. Drafting, co-ordination and distribution of the court rolls to the notice boards and relevant internal stakeholders. Render effective support to the court. Allocation of the Usher/ Messengers to cases. Assist the public and advocates with queries and to liaise with the Judges, Judge's Secretaries and Management. Attend to the collection and distribution of post. Perform administrative functions (including HR functions) related to the area of responsibility, Supervision of the Ushers/ Messenger, responsible for the human resource management functions (eg. staff discipline, PMDS, staffs training needs, staff attendance), compliance with relevant human resource management policies and pre-scripts etc. Assist in other administration sections during the term and recess as required by the Chief Registrar and Court Manager.

ENQUIRIES : Technical Enquiries: Mr R Wesso Tel No: (021) 480 2411
HR Related Enquires: Ms M Baker Tel No: (021) 469 4032

APPLICATIONS : Applications can be sent via email at Recruitment28@judiciary.org.za

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

POST 39/38 : **USHER MESSENGER REF NO: 2024/185/OCJ**

SALARY : R155 148 – R182 757 per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Free State Division of The High Court

REQUIREMENTS : Matric Certificate or equivalent qualification. A valid driver's license. A minimum of one (1) year relevant exposure to a court environment will be an added advantage. Experience as a driver/messenger will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good interpersonal skills. Problem solving and analysis skills. Time management. Report writing skills. Communication skills (verbal and written). Planning and organizing skills. Client orientation and customer focus. Initiative. Flexibility. Reliable. Attention to detail. 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 general requirements.

DUTIES : Escorting of judges to the court rooms. Rendering of administrative support functions to the judges and the court room staff. Maintain court room records. Facilitation of the smooth running of the court room. Collection and distribution of court files, post, parcels and other documents. Attend to additional tasks as required by the judiciary, court manager and/or supervisor.

ENQUIRIES : Technical Related Enquiries: Ms Z. Gxabuza Tel No: (051) 492 4588

Hr Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4573

APPLICATIONS : Applications can be sent via email at Recruitment29@judiciary.org.za

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

POST 39/39 : **MESSENGER (DRIVER) REF NO: 2024/186/OCJ**

SALARY : R155 148 – R182 757per annum. The successful candidate will be required to sign a performance agreement

CENTRE : Pietermaritzburg High Court

REQUIREMENTS : Grade Ten (10) or ABET. A minimum of two (2) years' experience as a messenger will be an added advantage. A valid driver's license. Public Driver Permit (PDP) will be an added advantage. skills and Competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Attention to detail. Problem solving skills. Ability to liaise with team members and members of the public. Ability to work under pressure. Ability to work independently as well as in the team. Good organising skills. Good interpersonal relations skills. Must be responsible and have good work ethics. All shortlisted candidates shall undertake a pre-entry practical test and driving test exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.

DUTIES : Distribute mail to various offices. Collect post bag from the Post Office. Transport officials to various destinations. Daily delivery and collection of posts from Post Office. Distribution of urgent/ hand delivered mail to various offices. Delivery of outgoing mail to Post Office. Maintenance of register of mail distribution and ensure safeguarding of all correspondence. Collect and deliver mail. Driving court vehicles.

ENQUIRIES : Technical/HR related enquiries: Mr MN Zondi Tel No: (033) 345 8211

APPLICATIONS : Applications can be sent via email at Recruitment30@judiciary.org.za

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

POST 39/40 : **USHER MESSENGER REF NO: 2024/187/OCJ**

SALARY : R155 148 – R182 757 per annum (Level 03), The successful candidate will be required to sign a performance agreement.

CENTRE : KwaZulu Natal Division of The High Court: Durban

<u>REQUIREMENTS</u>	:	A Matric certificate or equivalent. A valid driver's License A minimum of 1-year relevant court exposure (Given the nature of the High Court environment w. r. t. the interaction with Judges) will be an added advantage: Skills and Competencies: Planning and organizing skills Driving skills Communication skills, Good interpersonal skills, Decision making skills, Listening skills Computer skills, Problem solving and Analysis, Time Management, Client Orientation and Customer Focus Good 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>	:	Escort members of the bench to and from court and attend Judges' chambers with counsel. Facilitate order in court rooms before calling the Judges in. Organize the court support staff and inform them of the starting times, in line with the daily court roll. Ensure files and court books are taken to court prior to the hearing. Maintain silence and order in the court rooms when Judges enter or leave. Call the court to session, hand exhibits and documents between the counsel and Judge Check the correctness of motion court rolls, generation of copies and dissemination according to the distribution list. Write up court files with court orders as per Judges' instructions. Draw, check and arrange the criminal and civil files (to be taken to the court rooms). Collect court roll (unopposed motion etc) from typists and distribute to relevant Judges Collect and distribute files from Judge President and Deputy Judge President's offices (opposed motions, trials, appeals, reviews, petitions etc). Report the missing files to the Judges. File/ archive the documents, registers, etc. Negotiate the Court Rooms allocation with Judges. Attend to courtroom shortages. Keep the court files safe. Make copies of Court rolls and circulate according to the distribution list. Collect files from Judges and deliver them to the typists or relevant administrative section. General messenger duties inside and outside of the court Collect and distribute post, parcels, files and documents Photocopying of documents and Judgments Assist in other administration sections during term and recess as requested by Chief Registrar and Court Manager.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms T Mahomed-Hanid Tel No: (031) 492 4699 HR Related Enquiries: Ms N Naidoo Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	Applications can be sent via email at Recruitment31@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 39/41</u>	:	<u>SECURITY OFFICER REF NO: 2024/188/OCJ</u>
<u>SALARY</u>	:	R155 148 - R182 757 per annum. 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>	:	Matric certificate. A minimum of one-year experience will be an added advantage. A valid driver's licence. Grade C Security Certificate (PSIRA: Grade C. A minimum of one- year experience in Security Industry will be an added advantage. Minimum Information Security Standard (MISS). Minimum Physical Security Standard (MPSS). Criminal Procedure Act. Information Security. Private Industry Regulation Authority Act. Control of Access to the Public Premises and Vehicles Act. Knowledge of the SS Control Room Procedure. National Key Point Act. Skills and Competencies: Basic Computer Literacy (MS Office). Good communication skills (verbal and written) Problem solving skills. Good interpersonal relations. 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 general requirements. 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 general requirements.
<u>DUTIES</u>	:	Access control function. Ensure that the Public Access Control Act is adhered to. Control crowd at the High Court. Search of any harmful objects that may enter into the building e.g. firearm. Ensure safety of officials, all court users and the public members. Update security registers. Complete register book before a visitor escort to the relevant office. Escort visitors to the intended offices. Assist Chief security to the conduct risk assessment. Monitor the Outsourced security positions. Assist the supervisor to organize boom sweep at the court. Observe the proceedings in the court. Monitoring the removal of equipment or furnishers entering and existing the premises. Ensure that no items belonging to the court is removed. Report unattended and suspicious items. Assist with the transport management duties. Checking Security Equipment placed at the court. Ensure that adequate security equipment is in place in a working condition. Report any irregularities immediately to the supervisor. Ensure that all exit points are secured and intact. Check all security personnel equipment, pocket books and uniform. Enforce the wearing of uniform and adherence to the stipulated rules. Ensure that x-ray machine and metal detector are in full operational. Ensure that sanitizer is always available for public and officials use. Control of Master keys during and after hours. Open the Offices when staff members request to do so. Ensure that the Chambers are locked for crime deterrence. Ensure that duplicated keys are stored in a safe. Ensure that there is no missing or broken key. Control Room operation. Retrieve of footages during investigation. Respond to internal and external calls. Respond to emails. Monitor of fire system equipment. Respond to all alarm activation. Enroll of staff into biometric system. Complete of control room maintenance register, control room occurrence book and key register. Occupational Health and Safety. Ensure the compliance of the Organisation. Check fire Equipment's zones. Conduct evacuation

drill. Check the emergency signage's. Prevent the escaping doors from obstruction. Safeguard the escape doors. Draft the OHS Report. Assist to coordinate and plan OHS Committee Meetings. Maintain first aid boxes. Assist by arranging bomb sweep at the court building when necessary.

ENQUIRIES

: Technical Enquiries: Mrs K Marais Tel No: (031) 4924699
HR Related Enquiries: Ms N Naidoo Tel No: (031) 4931723

APPLICATIONS

: Applications can be sent via email at Recruitment32@judiciary.org.za

NOTE

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