

		within the Human Resource section / unit; Manage compliance with and provide guidance on the Disciplinary Code and Procedure in the Public Service and Labour Relations.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Mrs RM David Tel No: (021) 469 4048 HR Related Enquiries Mr K Mphela Tel No: (010) 493 2527
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/393/OCJ@judiciary.org.za">2025/393/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 04/121</u></b>	:	<b><u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 2025/394/OCJ</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Midrand
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a National Diploma in Human Resource Management/ Public Administration/ Management/ Personnel Management/ relevant equivalent qualifications at (NQF Level 6), a minimum of three (03) years' experience in the relevant field of which one (01) year should be at supervisory level. Knowledge and understanding of OSD and a valid driver's license. 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. Skills and competencies: Knowledge of 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 HRM policies, knowledge of HR related standards, practices, processes and procedure, Knowledge of Batho Pele Principles, computer literacy, analytical thinking, problem solving skills, decision making skills, motivational skills, time management, strategic skills, conflict management and communication and report writing abilities.
<b><u>DUTIES</u></b>	:	Facilitate the implementation of recruitment processes in the department: Facilitate the placement of adverts with agencies, DPSA and on Judiciary website. Implement and monitor compliance of selection processes within the department. Provide support in the development of recruitment and selection policies. Provide support in the development of recruitment and selection reports. Ensure administrative support within the sub-directorate: Ensure the updating of all recruitment and selection database. Supervise and develop staff.
<b><u>ENQUIRIES</u></b>	:	HR and Technical Related Enquiries: Ms D Kupa S Tshidino Tel No: (010) 493 8771
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/394/OCJ@judiciary.org.za">2025/394/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 04/122</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL SYSTEMS (FUNCTIONAL) REF NO: 2025/395/OCJ</u></b> 12- months contract
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum (Level 09), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Midrand
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a National Diploma in Accounting/Financial Management/Information Systems or relevant equivalent qualification at NQF level 6 or. A minimum of three (3) years' experience in Financial Systems environment. Extensive understanding of the LOGIS systems and Basic Accounting Principles. Sound knowledge and understanding of the PFMA and Treasury Regulations. 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 Knowledge and Skills: Ability to conduct financial analysis. Required technical proficiency. Planning and organizing. Problem solving and decision making. Customer focus and responsiveness. Prepare reports and proposals related to the Department's strategic and

- operational plans. Strong analytical skills. Advanced computer skills and good communication skills.
- DUTIES** : Handle daily operations of the LOGIS system and deliver ongoing support to the system users. Investigate user requests and provide solutions to all functional related system queries. Log departmental requests with National Treasury. Escalate queries that are long outstanding to management. Monitor and update item classifications, accountability, reporting categories and ensure alignment with financial reporting standards. Maintain a knowledge base of frequently asked questions and solutions. Track unresolved issues and follow up with relevant stakeholders. Assist with the implementation of procurement system. Assist in creation of regional Logis stores. Support function on newly implemented LOGIS stores. Ensure the correctness of control files during implementation which ensures data integrity. Reporting on progress with implementation of new LOGIS Stores. Verify and uphold the system's operational integrity and functionality through regular quality checks. Facilitate LOGIS functional training to system users. Maintain the administration of LOGIS to ensure reliable record keeping for audit purposes and ensure that filing is completed daily. Submit monthly, quarterly and annual reports to the Manager to assist in the monitoring of achievement of the objective for Financial Systems sub-division.
- ENQUIRIES** : Technical Related Enquiries: Ms. Buntu Sompini Tel No: (010) 493 2588 / 069 310 7419  
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2619
- APPLICATIONS** : Applications can be via email to: [2025/395/OCJ@judiciary.org.za](mailto:2025/395/OCJ@judiciary.org.za)
- NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals
- POST 04/123** : **JUDGE'S SECRETARY REF NO: 2025/396/OCJ**
- SALARY** : R325 101 – R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West High Court: Mmabatho
- REQUIREMENTS** : Applicants should be in possession of a grade 12 certificate. an LLB degree or a minimum of 20 modules completed towards an LLB, BA/ BCom Law degree. A minimum of one (1) year secretarial experience. A valid driver's license will serve as 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's technical and generic requirements. Skills and Competencies: 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 and proficiency in English.
- DUTIES** : Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.