

- POST 04/125** : **REGISTRARS CLERK: CASEFLOW REF NO: 2025/398/OCJ**
- SALARY** : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape High Court: Cape Town
- Applicants should be in possession of Grade 12. A minimum of one (1) year administration experience preferably in a court environment, An LLB qualification, B Com Law, BA: Law, Paralegal Degree / Diploma and experience in general legal administration will serve as an 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: 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, accuracy and attention to detail, planning, organizing and skills and customer service skills orientated. Knowledge of the Rules of the High Court. Knowledge of Court Online.
- DUTIES** : Render administrative support services to the caseflow management division of the court in terms of the relevant rules of court, Filing of civil process, render counter services, act as liaison between Judges and Legal Practitioners, attend and oversee general public queries, rendering of efficient and effective support services to the court, attend to telephonic and /electronic official queries / correspondence, manual data collection, capturing, monitoring and control, provide any administrative support as required by the Judiciary, Chief Registrar, Court Manager and / or supervisor, and assist in archiving and safekeeping of the recorded cases, uploading and updating case information on registrars' tools and on Court Online.
- ENQUIRIES** : Technical enquiries: Ms. N Hanekom Tel No: (021) 480 2635
HR enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
- APPLICATIONS NOTE** : Applications can be sent via email at 2025/398/OCJ@judiciary.org.za
The Organization will give preference to candidates in line with the Employment Equity goals.
- POST 04/126** : **HUMAN RESOURCE CLERK REF NO: 2025/399/OCJ**
- SALARY** : R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Mpumalanga Provincial Service Centre
- Applicants should be in possession of a grade 12 (NQF 4) certificate or equivalent. A National Diploma in Human Resources Management or an relevant equivalent qualification in the field at NQF Level 6, as recognised by SAQA will be an added advantage. No experience required. Exposure in the field 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's technical and generic requirements. Knowledge: knowledge and understanding of the legislative framework governing the Public Service, Knowledge of Public Service Act, Knowledge of Public Service Regulations 2016, Knowledge of storage and retrieval procedures in terms of working environment, Batho Pele Principles, Knowledge of PERSAL system will be an added qualification. Skills: Communication skills (verbal and written), Administration skills, Planning and organizing skills, Computer skills, Time management skills, Basic numeracy skill, Interpersonal relations, Typing skill.
- DUTIES** : Render administration services for recruitment, selection and appointment processes within the unit, provide support to the Conditions of Services, Provide administrative support services. provide support to HR records management.
- ENQUIRIES** : Technical enquiries: Mr SJ Zwane Tel No: (013) 758 0000
HR enquiries: Mr MV Maeko Tel No: (013) 758 0000
- APPLICATIONS NOTE** : Applications can be sent via email at 2025/399/OCJ@judiciary.org.za
The Organization will give preference to candidates in line with the Employment Equity goals.