

- 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.

- ENQUIRIES** : Technical enquiries: Mr O Sebatso Tel No: (018) 397 7064/ 7000  
HR related enquiries: Ms KE Zwane Tel No: (018) 397 7114/ 7064
- APPLICATIONS** : Applications can be sent via email at [2025/396/OCJ@judiciary.org.za](mailto:2025/396/OCJ@judiciary.org.za)
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 04/124** : **REGISTRAR REF NO: 2025/397/OCJ**
- SALARY** : R324 579 - R1 111 323 per annum (MR3-MR5), (Salary to be determined in accordance with experience as per OSD salary determination). 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** : North West Division of The High Court: Mmabatho
- REQUIREMENTS** : Applicants should be in possession of an LLB Degree or a four (4) years Legal qualification. A minimum of three (3) years legal experience obtained after qualification. Superior Court or litigation experience and a valid driver's license and 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. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy, numerical skills, attention to detail, Planning, Organizing, and Control, Problem solving and decision-making skills, customer service oriented, Interpersonal skills; conflict management; Strong work ethics; Professionalism; Ability to work under pressure and deadlines; Results driven; Honesty/ Trustworthy; Observance of confidentiality.
- DUTIES** : Process default judgments 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 judgment (Rule 31[5]) – by applying Court rules and regulations, case law, discretion and knowledge, capture accurate outcome of discretion applied on the file cover, ensure circulation of the outcome to the relevant litigating party, capture and update accurate, default applications register and data tool registered in the Office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician. execute taxations to enhance efficiency of the court in handling of quasi-judicial functions: Determine whether pleadings/ processes comply with the court rules, tax bills of cost - by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs. Process and finalize Opposed and Unopposed Taxations in accordance with SOP, deal with and finalize taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, finalize 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, verify data and submit reporting taxations dealt with by Registrars 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 queries and chapter 9 institution enquiries, co-ordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the collation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools, Maintain and update manual registers for Audit of reported Performance information. 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 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. L Makula Tel No: (018) 397 7064/7000  
HR Related Enquiries: Mr OPS Sebatso Tel No: (018) 397 7064/7000
- APPLICATIONS** : Applications can be via email to: [2025/397/OCJ@judiciary.org.za](mailto:2025/397/OCJ@judiciary.org.za)
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