

- service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.
- DUTIES** : Provide general legal secretarial/ legal administrative duties to the Judge. Typing (or formatting) of draft memorandums, directions, opinions, letters for or by the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarise appointments, meetings, official visits, make travel and accommodation arrangements for circuit meetings etc with the relevant administration unit at the Court. Store, keep and safeguard all case files and update the case files with postponements orders and/ or made by the Judge. Update files with documents received. Update exhibit and witness list in criminal matters. Perform digital recordings of Court proceedings on urgent Court cases after hours or on circuit Court and ensure the integrity of recordings. Accompany the Judge to Court and keep a record of times (start and end times daily, including adjournments. Compile court statistics daily and ensure accurate updates on the statistical tools. Management of the Judge's vehicle, logbook and servicing 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 refreshments for the Judge and his or her visitors and attend to their needs. Manage the Judge's library and the updating of loose-leaf publications. Attend to and execute requests from the Judiciary in connection with cases and case-related matters.
- ENQUIRIES** : Technical Related Enquiries: Ms N Chwethiso Tel No: (021) 480 2411
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
- APPLICATIONS** : Applications can be sent via email to 2025/426/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goals.
- POST 11/108** : **JUDGE'S SECRETARY REF NO: 2025/432/OCJ**
- SALARY** : R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court: Braamfontein
- REQUIREMENTS** : Applicants should be in possession of an LLB Degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law Degree. Results must accompany the application. A minimum of one (1) year secretarial experience or as an Office Assistant. A valid driver's licence 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. Knowledge and skills: Communication skills (verbal and written), Administration skills, Planning and Organizational skills, Exceptional Interpersonal skills, Customer service skills, Excellent Typing skills including Dictaphone typing, Time management skills, Proficiency in Microsoft Office Programs, Research capabilities, Problem solving, Good Judgment and Decision-Making skills. Proficiency in English. Ability to Maintain Confidentiality, Display maturity. Assertiveness and Confidence to interact at all Levels. Maintain Positive attitude. Able to work under pressure. Ability to multi-task. Ability to take charge. Flexible. Patience and kindness, Professionalism and Maintain a positive attitude.
- DUTIES** : Ensure attendance and screening of all incoming and outgoing calls. Ensure that appointments and meetings of the Judge are diarized. Ensure that the judgments are typed and correspondences are filed accordingly in the right sections. Ensure that signed Judgments and orders handed down in court or virtually are sent to the Typist and the Library (Judgments only). Ensure that all visitors are received, screened and their queries are attended to. Ensure that all incoming and outgoing documents are recorded and filed. Ensure that stationery for the Judge is ordered and collected. Ensure that before the commencement of a Criminal matter the file/s are collected from the Registrar's office at the Criminal section and be made available to the Judge. Ensure that the register of reviews is up to date and signed on receipt and return of the reviews to the review Clerk. 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. Ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. Prepare court rolls for opposed motion and urgent Court and distribute to stakeholders. Ensure that the Heads of arguments from various

stakeholders are received filed and verified. Inform all parties involved via email and or telephonically of time and date when reserved judgements will be handed down. Ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings. Ensure that all stakeholders involved are present in Court before commencement of proceedings. Ensure that all cases are called on record as per the Court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters. Record the outcome of each matter. Before end of proceedings to verify that each matter on the roll has been called and is furnished with an outcome. Ensure that the correct Oath ID or declaration is administered in Court, when required. Ensure that in the Criminal Court exhibits are handled, controlled and noted professionally. Prepare an exhibit bundle during and after Court proceedings whereby exhibits are flagged and marked as per the Judges instructions. Ensure that the correct order is endorsed on the file, on Court Online and or on Case-lines after it is granted by Judge in Court. Ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. Ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer. Ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle. Remind Judge of the invoices so that the submission of the S&T claims can be processed. Ensure the submissions of Cell phone and 3G data claims for process purposes. Ensure that Court roll/s is submitted to the Statistical Officer. Ensure that all updates on the loose leafs in the Judge's library are attended to (in dispute).

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 HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
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POST 11/109 : **SENIOR COURT INTERPRETER REF NO: 2025/427/OCJ (2 POSTS)**

SALARY : R325 101 - R382 959.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 : Applicants should be in possession of a National Diploma in Interpreting or equivalent qualification in the field of languages at NQF level 6 with 360 credits as recognized by SAQA. A minimum of one (01) year practical experience in Interpreting environment or Grade 12 certificate with at least ten (10) years' practical experience in Interpreting environment. Proficiency in English and Afrikaans, proficiency in any other indigenous language will serve as an added advantage i.e. Xhosa, Sotho, Tswana or Zulu. 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. Knowledge and Skills: Knowledge of relevant Acts and Regulations. Knowledge of culture. Knowledge of subject area. Know how to translate and be able to keep time frame. Computer literacy (MS Office). Effective communication skills (written and verbal). Time Management. Good interpersonal relations. Planning and organizing skills. Decision-making skills. Analytical thinking. Excellent English language skills. Problem solving. Flexible, Self-driven and Motivated. Ability to work under pressure. Accuracy and attention to detail.

DUTIES : Render interpreting services. Interpret in Criminal proceedings, Civil proceedings, Older Persons Act matters, Family Protection from Harassment Act matters, Labour Court matters, Maintenance Act matters, Child Justice matters, Inquests and Equality Court matters. Interpret in pre-trial proceedings and consultations. Liaise with Supervisor for foreign language interpreters. Interpret from source target language during court proceedings for pre-trials consultations. Interpret non-verbal gestures, dramatization and confessions. Engage with the Judiciary to confer on the readiness and/or performance in Court. Render interpreting for pro bono desk. Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language. Convey the correct language in accordance with the language usage of the speaker. Control the speaker and ensure that the citations are interpreted correctly. Translate legal documents and exhibits.