

POST 11/106 : **SENIOR PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION, REF NO: 2025/431/OCJ**

SALARY : R397 116 – R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand

Applicants should be in possession of a three (3) years National Diploma in Management Sciences/ Human Resource Management/ Public Administration/ Public Management or equivalent relevant qualification at NQF level 6 as recognised by SAQA. A minimum of 3 years' experience in Human Resource environment. A 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 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, Presentation skills.

DUTIES : Implement recruitment and selection processes in the department. Align the adverts according to job specifications and placement of the advert in a correct format. Place adverts in various advertising platform (DPSA circular, Government page, and Newspapers). Coordinate the shortlisting and interview. Disseminate selection information to panel members. Communicate with line managers regarding selection activities in line with the legislative requirements. Implement and monitor compliance of selection processes within the department. Serve as a scribe during shortlisting and interviews process. Conduct personnel suitability checks and verification of qualifications for recommended candidates. Ensure proper recording of all received application forms. Arrange competency assessment for recommended candidates for SMS posts. Ensure compliance with OCJ Recruitment and Selection Policy and Public Service prescripts. Provide administrative support within the sub-directorate. Schedule and organise meetings. Provide secretariat support services to the meetings. Compile minutes and memos. Handle incoming and outgoing office correspondence. 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

ENQUIRIES : Technical Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771

: HR Related Enquiries: Mr K Mphela No: (010) 493 2527/2619

APPLICATIONS : Applications can be sent via email to 2025/431/OCJ@judiciary.org.za

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

POST 11/107 : **JUDGE'S SECRETARY REF NO: 2025/426/OCJ**

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 grade twelve (12) certificate. an LLB Degree, Bachelor of Law or a minimum of 20 modules completed towards an LLB or BA Law will serve as an added advantage. A minimum of two (2) years' Secretarial experience. Experience in a Legal/ Court environment and a valid driver's license will also 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: 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 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