

Study and analyse the source documents. Conduct the necessary research and consult with the relevant parties. Ensure accurate cite translation of documents. Check, edit and revise the translated documents. Translate mechanically recorded audio material. Develop terminology and provide support in the reconstruction of records. Accumulate terminology and develop a database. Populate the terms and respective meaning in the glossary register. Gather all trial documents necessary to aid interpretation. Coin words and Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

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 2025/427/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with Employment Equity goals.

POST 11/110 : **REGISTRY CLERK REF NO: 2025/433/OCJ**

SALARY : R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement

CENTRE : Constitutional Court: Braamfontein
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate. A valid Driver's license. Knowledge and understanding of record management and archive policies 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. Knowledge and Skills: Knowledge of Electronic Communication Act, Public Finance Management Act (PFMA), National Archived and Records Management (NARS), Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA). Communication skills, Report writing skills, organizing skills, Excellent customer skills, Interpersonal skills, High level of confidentiality, work well in a team, pay attention to details, Take initiative, Reliability

DUTIES : Maintain the registry and ensure the safekeeping of all documentation/records in the Private Office in line with the relevant legislation and policies. Render clerical, secretarial duties and stocktaking in the component. Assist in protocol and travel arrangements and transport and logistics duties in the Private Office. Provide auxiliary services in the Private Office, including driving, handling, correspondence and ad-hoc duties. Provide financial and human resource administration support services.

ENQUIRIES : Technical Related Enquiries: Ms. C Martin Tel No: (011) 359 7400
 : HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400

APPLICATIONS : Applications can be sent via email to 2025/433/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 11/111 : **REGISTRAR'S CLERK, REF NO: 2025/434/OCJ**

SALARY : R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Gauteng Division Of High Court: Johannesburg
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate. A three (3) years' relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA and a minimum of one (1) year administration experience preferably in a court environment 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 working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives, Batho Pele Principles, Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills, ability to work under pressure, self-motivated,