

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).

ENQUIRIES : Technical Related Enquiries: Ms. Z Sondlo Tel No: (011) 359 7400
 HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
APPLICATIONS : Applications can be sent via email at 2025/432/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with Employment Equity goals.

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.

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,