

POST 02/10 : **LIBRARIAN SENIOR REF NO: 2024/09/OCJ**

SALARY : R294 321 – R343 815 per annum (Level 07). The successful candidate will be required to sign performance agreement.

CENTRE : Land Claims Court: Randburg

REQUIREMENTS : Matric certificate and a three (3) year National Diploma / Degree in Library Science, Information Science or related equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' relevant experience in library and information systems. Knowledge of library prescripts, legislation, procedures and processes. Experience in a legal/law library will serve as an added advantage. Skills and Competencies: Research and analytical skills; Communication skills (written and verbal); Computer literacy (MS Office); Ability to access and utilize computer research programs; Planning and organizing; Accuracy and attention to detail; Interpersonal skills; Problem solving skills; Ability to work under pressure; Ability to work independently; Language proficiency.

DUTIES : Render support services which provides information to clients in line with Batho Pele Principles, by making information accessible through technology i.e. printed publications as well as electronic publications, managing information, organizing, retrieving, storing, and disseminating information sources. Updating loose leaf publication and storing and retrieving judgements in printed as well as electronic format performing any related duties required for the efficient functioning of the office.

ENQUIRIES : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 5392
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 02/11 : **ADMINISTRATIVE CLERK (LEGAL) REF NO: 2024/10/OCJ**

SALARY : R202 233 - R235 611 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Service Centre: Gauteng

REQUIREMENTS : Matric Certificate or equivalent qualification. An LLB Degree or an equivalent qualification will serve as an added advantage. Zero (0) - two (2) years' experience will serve as an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy. Financial, asset and supply chain management, understanding of facilities and security management, leadership capabilities.

DUTIES : Conduct Legal Research for the Regional Court President/Chief Magistrate. Provide Administrative functions to the Regional Court President/Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar.

ENQUIRIES : Technical enquiries: Ms D Makgaka Tel No: (010) 494 8459
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

TVET LEARNERSHIP PROGRAMME FOR 2024/2025 (18 MONTHS)

NOTE : The Office of the Chief Justice would like to invite qualifying TVET graduate to apply to participate in a Work Integrated Learning programme (TVET graduates) in the 2023/2024 financial year. Applicants must have obtained a N6 certificate from a Public TVET college as their highest qualification at entry. Applicants must be an unemployed graduate and never participated in an internship programme previously, aged between 18–35 years and must be a South African Citizen. Office of the Chief Justice is an equal opportunity employer. Persons with Disabilities are encouraged to participate. OCJ will give preference to candidates in line with the departmental Employment Equity goals.

OTHER POSTS

- POST 02/12** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT/ADMINISTRATION REF NO: TVE/01/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R4 500 per month
: Polokwane High Court
: N6 in Public Management /Administration and Office Administration
: Technical enquiries/HR related enquiries: Ms F Mathobela Tel No: (015) 495 1758
- POST 02/13** : **TVET LEARNERSHIP: FINANCIAL MANAGEMENT REF NO: TVE/02/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R4 500 per month
: National Office: Midrand
: N6 In Financial Management /Accounting, Cost and Management Accounting.
: Technical enquiries: Mr M Mbele Tel No: (010) 493 2538
: HR related enquiries: Ms A Nthompe Tel No: (010) 493 2689
- POST 02/14** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/03/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R4 500 per month
: Thohoyandou High Court
: N6 in Public Management / Administration and Office Administration
: Technical enquiries/HR related enquiries: Ms F Mathobela Tel No: (015) 495 1758
- POST 02/15** : **TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT REF NO: TVE/04/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R4 500 per month
: East London (Provincial Services Centre)
: N6 in Human Resource Management
: Technical enquiries/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 02/16** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/05/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R4 500 per month
: East London Provincial Services Centre
: N6 in Public Management / Administration and Office Administration
: Technical enquiries/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 02/17** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/06/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R4 500 per month
: High Court, Makhanda
: N6 in Public Management / Administration and Office Administration
: Technical enquiries/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 02/18** : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: TVE/07/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R4 500 per month
: National Office
: N6 in Public Management / Administration and Office Administration
: Technical enquiries: Mr M Mbele Tel No: (010) 493 2538
: HR related enquiries: Ms A Nthompe Tel No: (010) 493 2689

- POST 02/19** : **TVET LEARNERSHIP: FINANCIAL MANAGEMENT REF NO: TVE/08/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND** : R4 500 per month
CENTRE : Gauteng Provincial Service Centre
REQUIREMENTS : N6 in Financial Management, specializing in Accounting, Cost and Management Accounting as well as Entrepreneurship & Business Management.
- ENQUIRIES** : Technical enquiries/HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 02/20** : **TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT REF NO: TVE/09/OCJ (X1 POST)**
(Duration: 18 Months)
- STIPEND** : R4 500 per month
CENTRE : Gauteng Provincial Services Centre
REQUIREMENTS : N6 in Human Resource Management, specializing in Personnel Management as well as Entrepreneurship & Business Management.
- ENQUIRIES** : Technical enquiries/HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515