

POST 39/120

: ADMINISTRATION CLERK: (DCRS) REF NO: 2026/159/OCJ

SALARY

: R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE

: KwaZulu-Natal Division of The High Court: Pietermaritzburg

REQUIREMENTS

: An applicant should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A valid driver's license will serve as an added advantage. Skills: Skilled in communication (verbal and written), interpersonal relations, planning, organisation, computer literacy (MS Office) and administration Along with the following attributes: flexibility and teamwork.

DUTIES

: Provide administrative support in pre-recording of court proceedings, render proper recording of court proceedings, perform playback events or after the session, provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.

ENQUIRIES

: Technical Related Enquiries: Mr S Dlamini Tel No: (033) 345 8211
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS

Applications can be sent via email to 2026/159/OCJ@judiciary.org.za

NOTE

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