

SALARY

R338 106 – R398 277 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 Public Management/ Administration or an equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A valid driver's license will serve as an added ad. Skills: Skilled in computer literacy (MS Office), communication (written and verbal), time management, problem solving, planning and organising. Along with the following attributes: flexible, self-driven, motivated, ability to work under pressure, accuracy and attention to detail.

DUTIES

Ensure good quality recording of court proceedings by training newly appointed Administration Clerks (DCRS) on technical and administration aspects of operating the court recording machine, ensuring that tests are run on all court recording machines every morning before court sittings to check the microphone status and sound quality, ensure that all DCRS clerks are seated in court 15 minutes before court proceedings, troubleshoot reported technical problems on court recording machines to resolve or confirm the reported problem, log calls to helpdesk for Court Recording Machine problems that cannot be resolved by troubleshoot, ensure that all clerks utilize headphones throughout court proceedings and they playback recordings at intervals to monitor quality of the audio, ensure court recordings are backed-up and filed systematically by facilitating transcription of Judgments for the purpose of backup, ensure digital and physical court recordings (CD's and Transcriptions) are marked clearly with case details and parties' details, file physical court recordings(CD's and Transcriptions) in an access controlled strong room and in a systematic manner, ensure that CRT system uploads court recordings to the local server, ensure Admin Clerks (DCRS) download court recordings to CD's or USB's, facilitate the transcription services within the court by retrieve cases upon receipt of written request for transcriptions, update the transcription register before court recordings are sent to the transcriber and after the transcribed records are received, test court recording for audibility before sending it to the transcriber, ensure the transcriber meets the turnaround time and implement penalties when the transcriber fails to comply with the SLA, liaise with the requester upon receipt of transcribed records, follow-up invoices with the transcriber and ensure they are paid within 30 days, supervise and develop staff by ensuring general supervision of employees, allocate duties and perform quality control on the work delivered by officials, ensure that officials adhere to proper mannerisms when in the courtroom by refraining from using their cellphones in court as this can interfere with the quality of the recording, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance agreements for the section and assessing staff half yearly and annually, 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, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquires and provide advise and guidance on asset allocation and control, ensure the assets in the office and all equipment is accounted for and that all assets correspond with the custodian and location. Perform any other relevant administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES

Technical Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032

HR Related Enquiries: Ms N Chwethiso Tel No: (021) 480 2411

APPLICATIONS

Applications can be sent via email to 2026/149/OCJ@judiciary.org.za

NOTE

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