

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

Applicants should be in possession of Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A relevant qualification in the field of will serve as an added advantage. Knowledge and skills: Understanding of the National Archives Act and Regulations, understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry and Batho Pele Principles. Skilled in communication (written and verbal), interpersonal relations, computer literacy (MS Office), numerical, time management, planning, organising and report writing skills.

DUTIES

Handle incoming and outgoing correspondences. Receive, sort, register and dispatch mail, distribute notices on registry issues, record receipt files and protection records and ensure correct filing, make sure that the storeroom is locked to limit access, replace torn out registers, keep closed registers safe in the archival storeroom, render an effective filing and record management service, open and close files according to record classification system. File /store, trace (manually) and retrieve documents and files, ensure that the information inside the personal file is filed accordingly, complete index cards for all files, maintain safe custody and protection of files and records, label files neatly for easy retrieval, arrange and package files for archives and distribution, ensure that there is enough space for filing in the storeroom to avoid misfiling of documents, register all files requested by relevant clients. For example, clients such as Auditors and HR practitioners, process documents for archiving and/ disposal, conduct electronic scanning of files, sort and package files for archives and distribution, compile list of documents to be archived and submit to the supervisor and keep records for archived documents.

ENQUIRIES

Technical related enquiries: Mr MN Zondi Tel No: (033) 345 8211

HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS

Applications can be sent via email to 2026/160/OCJ@judiciary.org.za

NOTE

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