



THE COMPETITION TRIBUNAL

(Established by the Competition Act No. 89 of 1998)

The Competition Tribunal ("the Tribunal") is an independent adjudicative body established in terms of section 26 of the Competition Act, 89 of 1998, as amended ("the Act"). It adjudicates on competition matters including mergers and prohibited practices (including cartels and abuse of dominance cases) and acts as a court of first instance in competition matters.

In terms of section 35 of the Act, the Chairperson of the Competition Tribunal hereby invites applications for the following position in the Tribunal (Pretoria).

Court Orderly

Total Cost to Company Annual Salary Starting at R401 747.00

Reporting to the Head of Registry, the incumbent will be required to provide the first line registry services to the Competition Tribunal (Tribunal) and the Competition Appeal Court (CAC), provide a coordination, administration and maintaining smooth proceedings within the court rooms and contribute to effective document management throughout the hearing proceedings. The role shall include the following:

Key Responsibilities

- Provide a full administrative and organisational support for the court
- Manages administration matters around court proceedings
- Manage the layout and setup of the court in line with the requirements of the hearing
- Maintain order within the courtroom during proceedings
- Assist with receiving, filing and recording of case documents in the case management system
- Assist with registry/case management administration
- Assist in the management and tracking of case files
- Maintain up-to-date information in the case management system
- Monitor deadlines in registry and case management and assist in ensuring that they are met
- Liaise with case management regarding case status ensuring that it is always updated in the case management system
- Provide administrative support to Case Managers and the Registrar
- Ensure compliance with the Rules when handling cases
- Ability to maintain confidential information
- Respond to inquiries from stakeholders professionally
- Assist in scheduling and coordination of hearings, including preparation of notices of set down
- Perform any other duties assigned by the Registrar and/or Tribunal members

Qualifications, Skills and experience

- The applicant must have a Diploma in administration.
- Two years' work experience in general administration is mandatory. Experience working as court clerk will be an added advantage.
- Experience using case or document management software is advantageous.
- Excellent verbal and written communication skills.
- Planning, organising and time management skills.
- Ability to work under pressure and meet deadlines.
- Attention to detail.
- Ability to deal with confidential information.
- Computer skills with proficiency in MS Office.
- Client service orientation

Please email your cover letter and CV to: vacancies@comptrib.co.za stating the position that you are applying for on the subject line. Enquiries can be directed to the HR Manager, Ms Bellah Kekana at Bellahk@comptrib.co.za. Applications must be submitted no later than 17h00 on **10 November 2026**.

Applicants must consider themselves unsuccessful if they have not received communication from the Competition Tribunal two weeks after the closing date.

The Tribunal respects diversity and is an equal opportunity and employment equity employer.