

## OFFICE OF THE CHIEF JUSTICE

*The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.*

**APPLICATIONS**

- : **National Office: Midrand/Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Free State/Supreme Court of Appeal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- Gauteng/Land Court/Pretoria/Johannesburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- KwaZulu Natal, Durban/Pietermaritzburg:** Quoting the relevant reference number, direct your application to: Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban, 4000.
- North-West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.

**CLOSING DATE**

: 04 April 2025

**NOTE**

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za/](http://www.judiciary.org.za/) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to 40 disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent

residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

**ERRATUM:** Kindly note that the post of Deputy Director: Information Security with Ref No: 2025/19/OCJ advertised on Public Service Vacancy Circular 09 dated 07 March 2025 with a closing date 25 March 2025 has been withdrawn. Apologies for any inconvenience caused.

**MANAGEMENT ECHELON**

**POST 10/27** : **CHIEF DIRECTOR: JUDICIAL EDUCATION SUPPORT REF NO: 2025/48/OCJ**

**SALARY** : R1 436 022 - R1 716 933 per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand (South African Judicial Education Institute)  
**REQUIREMENTS** : Matric certificate and a three-year Bachelor's degree (NQF Level 7) in Law, Management or Education at NQF level 7 or a post graduate diploma in Law, Management or Education at NQF level 7 as recognized by SAQA. A minimum of five (5) years' working experience at senior management level. Experience in management, legal, practice or academia.

Experience in the training environment. A valid driver's license. Knowledge of SAJEI Act and other relevant legislation. Knowledge of online training platforms. Knowledge of the work of Judicial officers. Knowledge of research methodologies. Ability to liaise with local and international stakeholders. Good understanding of departmental prescripts and frameworks, (e.g. departmental codes). Understanding of legislation governing Court procedures, processes and policies. Skills and Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Problem Solving and Analysis. People management and Empowerment. Excellent skills in report writing. Advanced Computer Literacy (Excel, Word and PowerPoint). Ability to operate/interface with technical systems. Interpersonal skills. Organisational skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

- DUTIES** : Provide technical support to the CEO in fulfilling functions of the Institute as listed in section 5 of the SAJEI Act. Ensure seamless implementation of the Corporate Governance calendar. Lead and monitor the effective implementation of the annual research agenda. Ensure timeous achievement of quality research outputs. Ensure submission of performance information reports to the CEO in compliance with applicable prescripts and policies. Coordinate and monitor material development and review. Manage effective implementation of annual training schedules. Monitor compliance with prescripts applicable to Human resources, Financial and Risk management. Facilitate the development and implementation of SAJEI's Performance and operational plans.
- ENQUIRIES** : Technical related enquiries: Dr G Moshoeu Tel No: (010) 493 2616  
HR related enquiries: Ms LP Mpe/Mr SW Mekoa Tel No: (010) 493 2500
- APPLICATIONS** : Applications can be via email to: [2025/46/OCJ@judiciary.org.za](mailto:2025/46/OCJ@judiciary.org.za)
- NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

#### OTHER POSTS

- POST 10/28** : **DEPUTY DIRECTOR: ADMINISTRATION REF NO: 2025/29/OCJ**
- SALARY** : R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court: Braamfontein
- REQUIREMENTS** : Matric certificate and an LLB degree or four (4) years recognised legal qualification as recognised by SAQA. A minimum of three (3) years relevant legal experience. At least in research A minimum of three (3) years research experience of which three years' must be at Junior Management level (ASD level). A minimum of three (3) years supervisory experience in a legal environment. A valid driver's license. BA/BCom Law degree will serve as an advantage. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Budgeting and financial management, Problem solving Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including dictaphone typing. Confidential and time management. Computer literacy (MS Word) and research capabilities. Willingness to work outside normal working hours. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Lead and manage the transformation within the office. Encourage an effective and efficient performing culture for Law Clerks. Provide overall leadership by ensuring coordination as well effective functioning of the unit. Develop and implement best practices, policies, procedures and internal control systems. Facilitate the recruitment and selection of Law

Clerks program. Ensure drafting and placement of the advert. Ensure the development and quality assurance of the master list. Ensure timeous distribution to the Law Clerks Committee. Facilitate shortlisting and interview process in consultation with the Justices. Ensure that personnel suitability checks and verification of qualifications for recommended candidates are conducted. Oversee the administration of Practice Directions issued by the Chief Justice. Ensure compliance with court processes and rules of the Constitutional Court. Ensure and support case flow management after consultation with general office. Ensure proper and effective communication with Director Court Operations. Modernise research methodologies and/or technologies and ensure relevant research material is at all times available. Disseminate relevant information to the Law Clerks. Ensure implementation of training and development initiatives of Law Clerks within the Constitutional Court. Ensure the provision of orientation and induction programs within the unit. Facilitate and coordinate training courses or programs for the law clerks in consultation with the Law Clerk Committee. Ensure the development Programme are implemented effectively. Conduct skills audit and consolidate training needs. Conduct briefing and feedback sessions of the law clerks Programme. Supervise and Develop Law Clerks. Ensure general supervision of Law Clerks. Allocate duties and perform quality control on the work delivered by officials. Develop and manage the monthly leave plan and reporting. Advise and lead supervisees with regard to all aspects of the work. Manage performance, 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.

- ENQUIRIES** : Technical enquiries: Ms. Z Sondlo Tel No: (011) 359 7400/7458  
 HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574
- APPLICATIONS** : Applications can be via email to: [2025/29/OCJ@judiciary.org.za](mailto:2025/29/OCJ@judiciary.org.za)
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 10/29** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2025/30/OCJ**
- SALARY** : R376 413 - R443 403 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Land Court: Randburg
- REQUIREMENTS** : A Grade 12 and three years (03) National Diploma in Public Administration / Administrative Management / Public Management/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in administration field and valid driver's license. Knowledge of Risk Management, Security, Facility and OHS will serve as added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Provide support to the senior managers with daily clerical tasks. Keep up breast with the leave administration for the office. Provide support with the compilation of monthly, quarterly reports and annual corporate calendar. Prepare meeting agenda and attendance register Collate monthly and quarterly reports. Monitor meetings attendance by Governance Committees members. Respond to the queries of stakeholders. Ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials. Manage leave of staff. Advise and lead supervisees with regard to all aspects of the work. Manage performance, 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. Formulate administration policies. Review office policies and procedures Update existing protocols and office policies. Communication skills (verbal & written), Problem solving skills, Good public relations skills,

Monitoring and analytical skills. Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills and Typing skills. Knowledge of Understanding and experience of logistical arrangements required for the effective functioning of governance structures, Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration. Knowledge and understanding of the legislative framework governing Public Service and knowledge of Batho Pele principles. Manage and Monitor financial system i.e. JYP, JDAS, BAS etc. Ensure compliance with the PFMA and Financial standard. Verify S&T claims and Trip Authority for correctness before submission for approval.

**ENQUIRIES** : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

**APPLICATIONS** : Applications can be via email to: [2025/30/OCJ@judiciary.org.za](mailto:2025/30/OCJ@judiciary.org.za)

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

**POST 10/30** : **JUDGE'S SECRETARY REF NO: 2025/31/OCJ (X2 POSTS)**

**SALARY** : R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Supreme Court of Appeal: Bloemfontein

**REQUIREMENTS** : Grade 12. A minimum of one-year secretarial experience. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law degree will serve as an added advantage (results must accompany the application). Secretarial experience in a legal/court environment will serve as an added advantage. Shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills. Excellent typing skills. Computer literacy (MS Office). Research capabilities. Confidentiality and time management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda decisions, opinions or judgment entries written by, or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarise appointments, meetings and official visits. Make travel and accommodation arrangements. Store, keep and safeguard all case files and update the case files with the order made by the judge. Update files and documents and provide copies of documents to the registrar. Perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.

**ENQUIRIES** : Technical related enquiries: Ms s. Collins Tel No: (051) 492 4623  
HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4523

**APPLICATIONS** : Applications can be via email to: [2025/31/OCJ@judiciary.org.za](mailto:2025/31/OCJ@judiciary.org.za)

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

<b><u>POST 10/31</u></b>	:	<b><u>JUDGE'S SECRETARY REF NO: 2025/32/OCJ</u></b>
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	North-West High Court: Mahikeng Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test and shall undertake pre-entry practical exercise as part of the assessment. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Typing (or formatting) of draft memorandum decisions, opinions or judgment entries written by or assigned by the judge. Provide general secretarial/administrative duties to the judge. Manage and type correspondence, judgments and orders for the judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by the judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court applications (after hours) and circuit court, and ensure integrity of such recordings. Store, keep and file court records safely. After a case has been completed and the opinion, decision or judgment entry released, return case file to the Registrar. Accompany the judge to the court and circuit courts. Cooperate with judges, supervisors and co-workers as necessary to ensure the smooth and efficient operation of the court. Management of the judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned judges as necessary including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange reception for the Judge and his/her visitors and attend to their needs. Management of the Judge's library and updating of loose-leaf publications. Will be required to work with other Judges should there be a need. Capture statistics, Execute legal research as directed by the Judge and comply with Departmental prescripts, policies, procedures and guidelines.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Mr O Sebatso Tel No: (018) 397 7064/ 7000 HR related enquiries: Ms KE Zwane Tel No: (018) 397 7114/ 7064
<b><u>APPLICATIONS NOTE</u></b>	:	Applications can be via email to: <a href="mailto:2025/32/OCJ@judiciary.org.za">2025/32/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/32</u></b>	:	<b><u>JUDGE'S SECRETARY REF NO: 2025/33/OCJ</u></b>
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	KwaZulu Natal Local Division High Court: Durban Grade twelve (12), one (1) to three (3) years' Secretarial experience or as an Office Assistant, a valid driver's license, an LLB Degree or a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree will serve as an added advantage and results must accompany the application, shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication

skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure, attention to details, customer care service skills and excellent typing skills, confidentiality and time management. Computer literacy (MS Word) and research capabilities All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES**

: Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.

**ENQUIRIES**

: Technical enquiries: Ms K Marais Tel No: (031) 492 5562  
HR enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

**APPLICATIONS**

: Applications can be via email to: [2025/33/OCJ@judiciary.org.za](mailto:2025/33/OCJ@judiciary.org.za)

**NOTE**

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

**POST 10/33**

: **SENIOR HUMAN RESOURCE OFFICER REF NO: 2025/34/OCJ**

**SALARY**

: R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

**CENTRE**

: KZN Provincial Service Centre

**REQUIREMENTS**

: A three (3) years' Degree or National Diploma in HRM. At least three (3) years functional experience in Human Resource Management within the Public Service. Extensive knowledge of PERSAL system. (Shortlisted candidates will be required to submit PERSAL certificates/results). A valid code B drivers' license. Supervisory experience in HR will be an added advantage. Skills and Competencies: Computer literacy, knowledge of the relevant Human Resource Management Legislation/ Directives, knowledge of PERSAL system. Good communication skills (written and verbal), good interpersonal and public relation skills, good administration and organizational skills. Customer Service Skills, time management and confidentiality. Supervisory and leadership skills. Ability to work under pressure. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES**

: Supervise, plan, and coordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service eg, Personnel development, Performance management, Discipline and ensure quality of work, supervise the implementation and maintenance of human resource administration practices concerning service benefits(Leave, Housing, medical Aid, Injury on duty, termination, long service recognition, overtime, relocation, pension, allowances, secretariat function on interviews, absorption,

probation reports, Human Resource management practices, inform guide and advice the implementation of HR Management practices, approve transactions on PERSAL according to delegations. Prepare reports on Human Administration issues and statistics.

**ENQUIRIES** : Technical/HR enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723  
**APPLICATIONS** : Applications can be via email to: [2025/34/OCJ@judiciary.org.za](mailto:2025/34/OCJ@judiciary.org.za)  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 10/34** : **ADMINISTRATION CLERK: ASSETS REF NO: 2025/35/OCJ**

**SALARY** : R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : A Grade 12 certificate with no experience required or a three-year tertiary qualification (NQF level 6) as recognized by SAQA in Financial Accounting/ Financial Management/Internal Auditing/ Cost and Management Accounting. A minimum of 1 - 2 years working experience in Asset Management will be an added advantage. A valid driver 's license. Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Asset Management Framework, Modified Cash Accounting Standards. Knowledge of the procurement directives and procedures. Computer literacy. Communication skills, both written and verbal. Ability to work in a team. Planning and organizing skills. Independent and focused. Problem solving, decision making, and Innovative. Willingness to travel is essential. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Conduct asset verification for departmental owned and leased assets. Regular update of the Asset register and lease register. Barcode newly acquired assets. Quarterly reconciliation of asset verified against the asset register. Reconcile the asset expenditure against the assets register. Maintain the register for new asset additions. Update the lease register with newly concluded contracts or extended ones. Facilitate the disposal of unserviceable, redundant, obsolete and lost Maintain a register for all lost assets supported by relevant supporting documents. Assist in resolving audit queries and ensure completeness and accuracy of the asset register. Assist with leased assets & disposal related enquiries.

**ENQUIRIES** : Technical enquiries, Mr P Mahumane Tel No: (010) 493 2646  
HR related enquiries, Ms S Tshidino Tel No: (010) 493 8771  
**APPLICATIONS** : Applications can be via email to: [2025/35/OCJ@judiciary.org.za](mailto:2025/35/OCJ@judiciary.org.za)  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 10/35** : **ADMINISTRATION CLERK: LEGAL REF NO: 2025/36/OCJ**

**SALARY** : R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

**CENTRE** : KZN Provincial Service Centre, (Stationed at Pietermaritzburg)  
**REQUIREMENTS** : Matric certificate or equivalent qualification, An LLB Degree or an equivalent qualification will serve as an added advantage. A minimum of one (1) year' 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. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.



<b><u>DUTIES</u></b>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate Provide Administrative functions to the Chief Magistrate. Compilation of statistics. Case Flow management. Assisting Regional Court Registrar and members of the public. Provide administrative support in general as requested by the Court Manager and supervisor.
<b><u>ENQUIRIES</u></b>	:	HR related enquiries: Ms N Naidoo / Ms SZ Mvuyana Tel No: (031) 493 1723 Technical related enquiries: Mr M Zondi Tel No: (034) 492 0269 /034 492 0288
<b><u>APPLICATIONS NOTE</u></b>	:	Applications can be via email to: <a href="mailto:2025/36/OCJ@judiciary.org.za">2025/36/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/36</u></b>	:	<b><u>ADMINISTRATION CLERK (DCRS) REF NO: 2025/37/OCJ</u></b>
<b><u>SALARY</u></b>	:	R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Division of The High Court: Pretoria Matric Certificate or equivalent qualification; Computer Certificate (MS Office). Good Communication skill (written and Verbal) Good Administration and Organizational skills; Customer service skills and ability to work under pressure; good interpersonal and public relations skills; The following will serve as an added advantage: Experience in general administration or Court related functions with regard to court recordings and/or case flow management and a valid driver's license. The shortlisted candidates shall undertake a typing test or a pre-entry practical exercise as part of the assessment methods to determine the candidate's suitability based on the post technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine is on before court starts, make sure that the microphones is functioning properly. Provide administrative support in circuit courts. Collecting statistics. Report malfunctions on the machines; Make sure the voices are audible; Export Cases. Keep record of all requests made transcriptions. Provide administrative support in general on court performance and case flow management.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms T Nzimande Tel No: (010)494 9238 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS NOTE</u></b>	:	Applications can be via email to: <a href="mailto:2025/37/OCJ@judiciary.org.za">2025/37/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/37</u></b>	:	<b><u>CUSTOMER SERVICE OFFICER REF NO: 2025/38/OCJ</u></b>
<b><u>SALARY</u></b>	:	R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Division of The High Court: Johannesburg Grade twelve (12) or NQF Level 4 qualification, the following will service as an added advantage, a three (3) year National Diploma and a minimum of 6 Months / Call Centre/Customer Enquiries. Skills and Competencies. Public Service Regulations 2016, data capturing, Communication Skills, Customer focused, Telephone etiquette, Computer literacy (Excel, Word and PowerPoint), Ability to perform under pressure, Excellent interpersonal skills, Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

<b><u>DUTIES</u></b>	:	Render switchboard services. Maintain and control visitor register at the Court front desk. Provide access to the daily Court roll. Provide client liaison services within the office.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS NOTE</u></b>	:	Applications can be via email to: <a href="mailto:2025/38/OCJ@judiciary.org.za">2025/38/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/38</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 2025/39/OCJ</u></b>
<b><u>SALARY</u></b>	:	R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	KwaZulu Natal Division of the High Court: Pietermaritzburg Grade 12, computer literacy and experience in Clerical/ administration functions will be an added advantage. Skills and Competencies: Good communication skills (written and verbal), good interpersonal and public relations skills, good administration and organizational skills and customer service skills and ability to work under pressure. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Render efficient and effective support services to the court, assist the Registrar with compilation of Court rolls (Opposed Motion and Trails Rolls), allocation of dates in a court diary for the various rolls. Checking court files for compliance of the Practice Directive before dates are allocated, accepting of filing for the matters on the roll and attending to the filing in court files, assisting litigants and in person litigants with drawing of their files under the court rolls dates for perusal and indexing prior to closing the roll. Advising and guiding litigants on the process to obtain dates on the rolls, closing and publishing of gte court roll. Facilitating and processing requests for preference via the Judge President's Office. Co-ordinating of the dairy in respect of the various roll with the JP's office to ensure that there are sufficient Judges/Courts. Updating of spreadsheets and collating of statistics.
<b><u>ENQUIRIES</u></b>	:	HR related enquiries: Ms N Naidoo / Ms SZ Mvuyana Tel No: (031) 493 1723 Technical related enquiries: Mr M Zondi Tel No: (034) 492 0269 /034 492 0288
<b><u>APPLICATIONS NOTE</u></b>	:	Applications can be via email to: <a href="mailto:2025/39/OCJ@judiciary.org.za">2025/39/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/39</u></b>	:	<b><u>REGISTRAR'S CLERK REF NO: 202/40/OCJ</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	KwaZulu Natal Division of the High Court: Pietermaritzburg Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added 24 advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office) Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-

entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing, Administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties

**ENQUIRIES** : Technical/HR enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

**APPLICATIONS** : Applications can be via email to: [2025/46/OCJ@judiciary.org.za](mailto:2025/46/OCJ@judiciary.org.za)

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

**POST 10/40** : **ADMINISTRATION CLERK (DCRS) REF NO: 2025/41/OCJ**

**SALARY** : R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

**CENTRE** : North-West Division of The High Court

**REQUIREMENTS** : Matric certificate or equivalent qualification. A minimum of one-year relevant experience will be an added advantage. A valid Driver's license. Skills and Competencies: Job Knowledge. Good Communication skills (verbal and written). Interpersonal relations skills. Flexibility. Team work. Planning and organization skills. Computer literacy (MS Office). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Perform digital recording of court proceedings locally and at circuit courts, and ensure integrity of such documents. Maintenance of criminal record books and charge sheets, writing and tracing of summonses and writing of witness fees book. Completion and issuing of committal warrant of arrest. Provide administrative support in general court and case flow management. Completion of case documents (charge sheet) and other court documents. Document scanning and data capturing. Provide any other administrative support as required by the judiciary, court manager and or supervisor.

**ENQUIRIES** : Technical enquiries: Mr O Sebatatso Tel No: (018) 397 7064/ 7000

HR related enquiries: Ms KE Zwane Tel No: (018) 397 7114/ 7064

**APPLICATIONS** : Applications can be via email to: [2025/40/OCJ@judiciary.org.za](mailto:2025/40/OCJ@judiciary.org.za)

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

**POST 10/41** : **DATA CAPTURER REF NO: 2025/42/OCJ (X2 POSTS)**

**SALARY** : R183 279 - R215 892 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Division of The High Court: Johannesburg

**REQUIREMENTS** : Grade twelve (12) or NQF Level 4 qualification, Computer literacy knowledge of clerical duties and understanding of legal framework governing the public service. Skills and competencies. Good communication skills (written and verbal) Good interpersonal relations, customer service, interpersonal skills, Problem solving skills. Customer service and attention to detail. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Provide administration support services Capture and update data from available records into the required formats e.g. databases, table and spreadsheet, Validate and review data (for quality purposes) to ensure correctness, completeness and consistency, Compile spreadsheets, and update routine statistics information/ reports and registers, Receive, register and track records or documents submitted for further processing.

Capture routine transactions on computer such as the transfer of information from manual records to electronic records, Continuous updating of information on computer for reporting purposes and retrieving information required Make regular backups of data, ensure records and files are properly sorted and secured, Provide information to the component.

**ENQUIRIES** : Technical enquiries: Mr D Ramanyai Tel No: (010) 494 8489  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515  
**APPLICATIONS** : Applications can be via email to: [2025/41/OCJ@judiciary.org.za](mailto:2025/41/OCJ@judiciary.org.za)  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 10/42** : **ASSISTANT LIBRARIAN REF NO: 2025/43/OCJ**

**SALARY** : R183 279 – R215 892 per annum (Level 04) The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Division of The High Court: Johannesburg  
**REQUIREMENTS** : Grade (12). Skills and Competencies Good written and oral communication skills. Computer literacy (Microsoft office). Customer services skills. Interpersonal relations skills. Planning skills. Organising and control. Able to work under pressure. Ability to multi-task. Problem solving skills. Good interpersonal relations. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Assist with management and control of Library and its resources in line with the library code and other applicable prescripts. Assist with ordering of library material approved by the library committee. Assist in classifying, cataloguing and indexing library material. Update loose-leaf publications. Conducting information searches on the electronic catalogue and other information databases and online informational retrieval resources. Upload received judgments on the Central Case Law Repository. Collect and deliver books from/to judge's chambers. Assist with shelving of publications and shelve reading. Conduct asset verification on library books. Attend to queries relating to asset verification. Process received standing orders and mail. Co-ordinate and prepare binding of all journals and law reports. Update and manage library registers. Operate library machines. Assist with compiling of reports on library matters.

**ENQUIRIES** : Technical enquiries: Ms L Madisha Tel No: (010) 494 8466  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515  
**APPLICATIONS** : Applications can be submitted via email at [2025/42/OCJ@judiciary.org.za](mailto:2025/42/OCJ@judiciary.org.za)  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity

**POST 10/43** : **TYPIST REF NO: 2025/44/OCJ**

**SALARY** : R183 279 - R215 892 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Gauteng Division of The High Court: Pretoria  
**REQUIREMENTS** : Matric certificate or equivalent qualification. A minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. A valid Driver's license will serve as an advantage. Skills and Competencies Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem solving skills. Accuracy and attention to details. Ability to work under pressure. Good time keeping. Telephone etiquette. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

<b><u>DUTIES</u></b>	:	Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administrative duties.
<b><u>ENQUIRIES</u></b>	:	Technical/HR related enquires: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be via email to: <a href="mailto:2025/43/OCJ@judiciary.org.za">2025/43/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/44</u></b>	:	<b><u>USHER MESSENGER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R155 148 - R182 757 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Gauteng Division of the High Court: Johannesburg Ref No: 2025/ 45/OCJ Land Court: Randburg Ref No: 2025/46/OCJ
<b><u>REQUIREMENTS</u></b>	:	Grade (10) (AET/ABET Level 2 certificate).). Skills and competencies, Computer literacy and basic software (outlook, Excel and word) Good Communication skills (written and verbal) Good interpersonal relations, customer service, interpersonal skills, conflict Management, work ethic, and motivation, Professional appearance and conduct Self-Management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Render efficient and effective support to the court. Collecting and delivering documents from or addressed to Judge and the Chief Registrar. Collecting, delivering and distributing post and documents within the court building. Processing of electronic court files. Assist in court when needed. Render assistance to witness and public when needed. Ushering visitors within the Office of the Registrars.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be via email to: <a href="mailto:2025/44/OCJ@judiciary.org.za">2025/44/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 10/45</u></b>	:	<b><u>HANDYMAN REF NO: 2025/47/OCJ</u></b>
<b><u>SALARY</u></b>	:	R155 148 - R182 757 per annum (Level 03) The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Gauteng Division of High Court, Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade twelve (12) and qualification in plumbing, electrical or carpentry will be added as advantage. Skill and competencies, occupational Health and Safety Act, Knowledge on how to operate hand and power tools, knowledge of building infrastructure layouts, Computer literacy and basic software (outlook, Excel and word) Behavioural competences, Communication skills, Team participation, Reliability innovative. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Executive minor general building maintenance, attend to minor plumbing electrical, capacity and handyman, conduct routine weekly and monthly inspections of the building, Report unauthorized movement of equipment, Report deliberate damage to property and assets.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be via email to: <a href="mailto:2025/45/OCJ@judiciary.org.za">2025/45/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity.