

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):** 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.
- Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- Gauteng/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.
- Free State/Bloemfontein:** 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.
- 05 September 2025

CLOSING DATE**NOTE**

- : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / 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 disqualifications 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 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

OTHER POSTS

<u>POST 30/44</u>	:	<u>REGISTRAR REF NO: 2025/210/OCJ</u> Re-advertisement, candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Labour And Labour Appeals Court: Durban
	:	Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. A valid driver's license. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: experience and expertise in labour law and administration, Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. 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.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes and Initiating Court proceedings (Court-on-line/ Caseline) , Coordinate urgent applications (after hours) Facilitate the signing of court orders and writs of executions and Judge's directive (ensuring that the information on the order/directions correspond with the endorsement made by the Judge on the court file), Taxation of bills of costs and endorsing settled bill of costs, Giving effect to instruction made by the Judge President, the Deputy Judge President, Judges and the Court/office manager, Co-ordination of Case Flow Management and support the Judiciary, Supporting the Court regarding quasi-judicial function, Effectively and efficiently correspond with public, private body and various other stakeholders, Supervise and Management of the staff, Co-ordinate allocation of interpreting services in court, Provide practical training to and assistance to the Registrar's clerks, Exercise control over the management and safe keeping of case records and records rooms, Deal with files in terms of the relevant codes and legislations, Manage submission of statistics to the reporting Registrar/ Statistician, Prepare and present cases for Audits, Manage performance in terms of Annual Performance Plan
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms K Marais Tel No: (031) 492 5562 HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/210/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 30/45</u>	:	<u>ADMINISTRATION CLERK: LEASES AND DISPOSAL REF NO: 2025/212/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand

<u>REQUIREMENTS</u>	:	Grade12, A valid driver's license will be added an advantage. National Diploma in Financial Management/ Financial Accounting, Cost or Management Accounting or relevant qualification at NQF level 6 with 360 credits as recognized by SAQA will be an added advantage. A relevant working experience will be an added advantage. Skills and Competencies: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), Treasury Regulations, Asset Management, Regulations, Modified Cash Standard, Communication skills, Computer literacy, Problem solving skills, Time management skills, Organizing and planning skills, Interrelation skills, Analytical skills, Presentation skills, Data and record management skills.
<u>DUTIES</u>	:	Maintain a complete and accurate asset register for leased assets. Facilitate Disposal of unserviceable, redundant, obsolete and lost assets, Maintain lost Assets Register, Reconcile the General Ledger (BAS) against Lease Register.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr P Mahumane Tel No: (010) 493 2646 HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/212/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 30/46</u>	:	<u>HANDYMAN REF NO: 2025/213/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810.per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour And Labour Appeals Court: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 3) or equivalent qualification. Grade 12 and a qualification in plumbing, electrical or carpentry will be an added advantage. General maintenance experience will be an added advantage. Skills and Competencies: Knowledge of the Occupational Health and Safety Act. Knowledge on how to operate hand and power tools. Knowledge of building infrastructure layouts. Computer literacy. Communication skills. to work as part of a team. Reliability. Problem solving skills. Innovation. Ability to work independently.
<u>DUTIES</u>	:	Perform minor general building maintenance. Attend to minor plumbing, electrical and general handyman duties. Conduct routine inspections of the building on a weekly and monthly basis. Report unauthorized movement of equipment.
<u>ENQUIRIES</u>	:	Technical: Ms T Nzimande Tel No: (010) 494 9238 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/213/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the employment equity goals.
<u>POST 30/47</u>	:	<u>SECURITY OFFICER REF NO: 2025/214/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum. (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Free State Division of the High Court: Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 2). Relevant experience required. A driver's license will be an added advantage. Basic security course registered with PSIRA. Skills and Competencies: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations. Knowledge of access control procedures. Knowledge of control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Batho Pele Principles. Interpersonal skills. Client service skills. Listening skills. Problem solving skills. Decision making skills. Good communication skills. Computer skills. Facilitating skills.
<u>DUTIES</u>	:	Perform access control functions. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Operate control room security equipment. Ensure safety in the building and premises. Ensure all incidents are recorded in the occurrence books/registers.
<u>ENQUIRIES</u>	:	Technical /HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4585
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/214/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals