

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.
- Eastern Cape/East London/Makhanda:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge, 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- Gauteng: (Provincial Centre), Johannesburg High Court/ Pretoria High Court/ Labour and Labour Appeals Court: 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/ Pietermaritzburg/ Durban/ Provincial Service Centre:** 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.
- Limpopo/ Polokwane/ Thohoyandou:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
- Northern Cape/Kimberley/Provincial Service Centre/High Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley.
- North West/ Provincial Service Centre/ Mmabatho/ Mahikeng:** 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, Mmabatho.
- CLOSING DATE** : 29 September 2025

OTHER POSTS

- POST 33/41** : **JUDGE'S SECRETARY REF NO: 2025/238/OCJ**
- SALARY** : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Eastern Cape Division of The High Court: Mthatha
- REQUIREMENTS** : Grade twelve (12). One (1) to three (3) years' secretarial experience or as an Office Assistant. A valid driver's licence. A minimum of 20 modules completed towards an LLB, BA or 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. 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 care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. All shortlisted

DUTIES

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.

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical.

ENQUIRIES

: Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

APPLICATIONS

: Applications can be sent via email at 2025/238/OCJ@judiciary.org.za

NOTE

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

POST 33/42

: **JUDGE'S SECRETARY REF NO: 2025/220/OCJ (X5 POSTS)**

(48 months non-renewable contract)

Re-advertisement, candidates who previously apply are encouraged to re-apply.

SALARY

: R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

: Gauteng Division of The High Court: Johannesburg

REQUIREMENTS

: Matric certificate, an LLB degree or a 4-year legal qualification (or equivalent). A valid Driver's license. Shortlisted candidates will be required to pass a typing proficiency test. 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

: Ensure attendance and screening of all incoming and outgoing calls. To ensure that judgments are typed, and correspondences is appropriately captured and saved in the correct locations and safeguarded; Provide general secretarial / administrative duties to the Judge. Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. etc; Perform digital recording of court proceedings urgent court after hours and ensure integrity of such recordings, store, keep and file court records safely: after a case has been completed and opinion, decision or judgment entry released, returns case file to the Registrar; Accompany the Judge to the court

and circuit courts; ensure that the register/template for the reserved judgments is updated timeously and that the Statistics Officer is notified when judgment remains outstanding and/or has been handed down, Cooperate with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Management of Judge's vehicle and logbook; compile data and prepares reports and documents for assigned judges as necessary, including expenses reports, continuing legal hours, financial disclosure statement, and case management; Arrange receptions for the Judge, and his visitors and attend to their needs; To remind the Judge of invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that stats are submitted to the Statistical Officer timeously. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Office. Management of Judge's Library and updating of loose-leaf publications; Ensure that the Judge's stationery is ordered and collected; Execute Legal research as directed by the Judge. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal 22 skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and Computer literacy (Ms Word) and including Dictaphone typing, Confidentiality and time management. Comply with departmental policies and prescripts and procedures or guidelines.

ENQUIRIES

: Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486

HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS

: Applications can be sent via email at 2025/220/OCJ@judiciary.org.za

NOTE

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

POST 33/43

: **JUDGE'S SECRETARY REF NO: 2025/221/OCJ (X11 POSTS)**

(48 months non-renewable contract)

Re-advertisement, candidates who previously apply are encouraged to re-apply.

SALARY

: R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

: Gauteng Division of The High Court: Pretoria

REQUIREMENTS

: Applicants should be in possession of a Matric and an LLB degree or a four (4) year legal qualification (or equivalent). A valid driver's license. Shortlisted candidates will be required to pass a typing proficiency test. 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

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and correspondence is appropriately captured and saved in the correct locations and safeguarded. To ensure that signed Judgments and orders are properly handed down in person in court and/or virtually. To ensure that draft judgements are expeditiously handled and typed. To ensure all visitors in the Judge's Chambers are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, the Judge has access to all his allocated files and documents in the file on time as per duty roster. To ensure that all files received from various sections(s) are verified by the Registrar of that section. To ensure that the Judges Chamber register of reviews is up to date and signed on receipt and return of review files to the review Clerk. To ensure that the register/template for the reserved judgements is updated timeously and that the Statistics Officer as well as the office of the Judge President is notified when judgement remains outstanding and/or has been handed down. To ensure that transcribed judgements from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Argument from various stakeholders are received, filed and verified. Informing parties involved via e-mail and or the time telephonically of time and date when reserve judgements will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before the Judge enters the court. To ensure that all stakeholders involved are

present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel and accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. 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. The Department reserves the right not to make any appointments.

<u>ENQUIRIES</u>	:	Technical enquiries: Ms M Campbell Tel No: (012) 492 6799 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/221/OCJ@judiciary.org.za
<u>POST 33/44</u>	:	<u>POOL JUDGE'S SECRETARIES REF NO: 2025/222/OCJ (X3 POSTS)</u> (12 Months non-renewable Contract) Re-advertisement, candidates who previously apply are encouraged to re-apply.
<u>SALARY</u>	:	R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 / Matric plus LLB degree; Valid driver's license. Shortlisted candidates will be required to pass a typing test 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. Skills and competencies: Proficiency in English, Proficiency in Microsoft Office Programs, Ability to conduct research Problem solving, Planning and organizing, Ability to maintain confidentiality, Good judgment and decision-making skills, Good interpersonal relations with ability to take charge, effective communication (verbally and in writing), Able to work under pressure, Ability to multitask, Telephone etiquette, Professionalism, Ability to meet strict deadlines, Time management skills and People 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.
<u>DUTIES</u>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgements only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judge for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received, filed and verified. Informing parties involved via e-mail and/or telephonically of time and

date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the electronic court file after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submission of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. Execute legal research as directed by the Judge. Comply with departmental Policies and Prescripts and procedures or guidelines, including signing of payroll

- ENQUIRIES** : Technical enquiries: Ms M Campbell Tel No: (012) 492 6799
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email at 2025/222/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 33/45** : **POOL JUDGE'S SECRETARIES REF NO: 2025/223/OCJ (X2 POSTS)**
(12 Months non-renewable Contract)
Re-advertisement, candidates who previously apply are encouraged to re-apply.
- SALARY** : R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of The High Court: Johannesburg
- REQUIREMENTS** : Grade 12 / Matric plus LLB degree; Valid driver's license. Shortlisted candidates will be required to pass a typing test 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. Skills and competencies: Proficiency in English, Proficiency in Microsoft Office Programs, Ability to conduct research Problem solving, Planning and organizing, Ability to maintain confidentiality, Good judgment and decision-making skills, Good interpersonal relations with ability to take charge, effective communication (verbally and in writing), Able to work under pressure, Ability to multitask, Telephone etiquette, Professionalism, Ability to meet strict deadlines, Time management skills and People 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** : To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgements only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments

from transcribers reach the Judge for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Arguments from various stakeholders are received, filed and verified. Informing parties involved via e-mail and/or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the electronic court file after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submission of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. Execute legal research as directed by the Judge. Comply with departmental Policies and Prescripts and procedures or guidelines, including signing of payroll.

<u>ENQUIRIES</u>	:	Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/223/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 33/46</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/239/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Mthatha
<u>REQUIREMENTS</u>	:	Matric certificate. The following will be an added advantage: Experience in general legal administration, one (1) year administration experience preferably in a court environment, knowledge of the Rules of the High Court. Skills and competencies: 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, accuracy and attention to detail, planning, organizing and skills 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.
<u>DUTIES</u>	:	Rendering effective and efficient case flow management support service to the Court. Issuing of court processes at General Office. Render case management duties. Render counter service duties/functions. Prepare, analyse and submit court statistics, Maintain and keep all registers for civil matters. Filing and archiving of civil processes. Attending to case management and set down. Assist in typing set down, court rolls and other court preparations. Act as liaison between Judges and Legal Practitioners. Attend to correspondence and enquiries from the public and stakeholders. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/239/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals

TVET LEARNERSHIP PROGRAMME FOR 2025/2026 (18 MONTHS)

CLOSING DATE : 29 September 2025

NOTE : The Office of the Chief Justice would like to invite qualifying TVET graduate to apply to participate in a Work Integrated Learning programme (TVET graduates) in the 2025/2026 financial year. Applicants must have obtained a N6 certificate from a Public TVET college as their highest qualification at entry. Applicants must be an unemployed graduate and never participated in an internship programme previously, and must be a South African Citizen. Office of the Chief Justice is an equal opportunity employer. Persons with Disabilities are encouraged to participate.

OTHER POSTS

POST 33/47 : **TVET LEARNERSHIP: PUBLIC MANAGEMENT/ADMINISTRATION REF NO: 2025/224/OCJ (X2 POSTS)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : Polokwane High Court
REQUIREMENTS : N6 Certificate in Public Management /Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Mr Masemola Tel No: (015) 495 1758
APPLICATIONS : Applications can be sent via email at 2025/224/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 33/48 : **TVET LEARNERSHIP: FINANCIAL MANAGEMENT REF NO: 2025/225/OCJ (X1 POST)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : Thohoyandou High Court
REQUIREMENTS : N6 Certificate in Public Management /Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Mr Masemola Tel No: (015) 495 1758
APPLICATIONS : Applications can be sent via email at 2025/225/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 33/49 : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/226/OCJ (X1 POST)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : North West (Provincial Service Centre)
REQUIREMENTS : N6 in Public Management / Administration and Office Administration
ENQUIRIES : Technical enquiries/HR related enquiries: Mr Sebatatso Tel No: (018) 397 7114
APPLICATIONS : Applications can be sent via email at 2025/226/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 33/50 : **TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/227/OCJ (X1 POST)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : Mmabatho High Court
REQUIREMENTS : N6 in Public Management / Administration and Office Administration.
ENQUIRIES : Technical enquiries/HR related enquiries: Mr Sebatatso Tel No: (018) 397 7114
APPLICATIONS : Applications can be sent via email at 2025/227/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the Employment Equity goals.

POST 33/51 : **TVET LEARNERSHIP: HUMAN RESOURCE MANAGEMENT REF NO: 2025/228/OCJ (X1 POST)**
Duration: 18 Months

STIPEND : R4 950 per month
CENTRE : Northern Cape (Provincial Service Centre)
REQUIREMENTS : N6 Certificate in Human Resource Management
ENQUIRIES : Technical enquiries/HR related enquiries: Ms Lynnzay Tel No: (053) 807 2733

<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/228/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 33/52</u>	:	<u>TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/229/OCJ (X1 POST)</u> Duration: 18 Months
<u>STIPEND</u>	:	R4 950 per month
<u>CENTRE</u>	:	Northern Cape (Kimberly High Court)
<u>REQUIREMENTS</u>	:	N6 in Public Management / Administration and Office Administration
<u>ENQUIRIES</u>	:	Technical enquiries/HR related enquiries: Ms Lynnzay Tel No: (053) 807 2733
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/229/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 33/53</u>	:	<u>TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT REF NO: 2025/230/OCJ (X1 POST)</u> Duration: 18 Months
<u>STIPEND</u>	:	R4 950 per month
<u>CENTRE</u>	:	East London (Provincial Services Centre)
<u>REQUIREMENTS</u>	:	N6 Certificate in Human Resource Management
<u>ENQUIRIES</u>	:	Technical enquiries/HR related enquiries: Mr Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/230/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 33/54</u>	:	<u>TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/231/OCJ (X1 POST)</u> Duration: 18 Months
<u>STIPEND</u>	:	R4 950 per month
<u>CENTRE</u>	:	East London (Provincial Services Centre)
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management / Administration and Office Administration
<u>ENQUIRIES</u>	:	Technical enquiries/HR related enquiries: Mr Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/231/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 33/55</u>	:	<u>TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/232/OCJ (X1 POST)</u> Duration: 18 Months
<u>STIPEND</u>	:	R4 950 per month
<u>CENTRE</u>	:	Makhanda High Court, Makhanda
<u>REQUIREMENTS</u>	:	N6 in Public Management / Administration and Office Administration
<u>ENQUIRIES</u>	:	Technical enquiries/HR related enquiries: Mr Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/232/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 33/56</u>	:	<u>TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/233/OCJ (X1 POST)</u> Duration: 18 Months
<u>STIPEND</u>	:	R4 950 per month
<u>CENTRE</u>	:	Umtata High Court, Umtata
<u>REQUIREMENTS</u>	:	N6 in Public Management / Administration and Office Administration
<u>ENQUIRIES</u>	:	Technical enquiries/HR related enquiries: Mr Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/233/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.

<u>POST 33/57</u>	:	<u>TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION REF NO: 2025/234/OCJ (X1 POST)</u> Duration: 18 Months
<u>STIPEND</u>	:	R4 950 per month
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	N6 Certificate in Public Management / Administration and Office Administration
<u>ENQUIRIES</u>	:	Technical enquiries/HR related enquiries: Mr Mbele Tel No: (010)493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/234/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals
<u>POST 33/58</u>	:	<u>TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT REF NO: 2025/235/OCJ (X1 POST)</u> Duration:18 Months
<u>STIPEND</u>	:	R4 950 per month
<u>CENTRE</u>	:	Gauteng Provincial Services Centre
<u>REQUIREMENTS</u>	:	N6 certificate in Human Resource Management
<u>ENQUIRIES</u>	:	Technical enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/235/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 33/59</u>	:	<u>TVET LEARNERSHIP – FINANCIAL MANAGEMENT REF NO: 2025/236/OCJ (X1 POST)</u> Duration:18 Months
<u>STIPEND</u>	:	R4 950 per month
<u>CENTRE</u>	:	Gauteng Provincial Services Centre
<u>REQUIREMENTS</u>	:	N6 certificate in Financial Management, / Accounting
<u>ENQUIRIES</u>	:	Technical enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/236/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 33/60</u>	:	<u>TVET LEARNERSHIP – PUBLIC ADMINISTRATION REF NO: 2025/237/OCJ (X1 POST)</u> Duration:18 Months
<u>STIPEND</u>	:	R4 950 per month
<u>CENTRE</u>	:	Durban High Court
<u>REQUIREMENTS</u>	:	N6 certificate in Human Resource Management
<u>ENQUIRIES</u>	:	Technical enquiries: Ms S Mvuyana Tel No: (031) 492 6206
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/237/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.