

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 (Act 55) 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/ Mthatha/Gqeberha:** 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.
- : **KwaZulu-Natal/Pietermaritzburg/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.
- : **Mpumalanga/ Mbombela:** 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.
- : **Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, Cape Town 07 October 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 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 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 of 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 34/54</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/241/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Makhanda
<u>REQUIREMENTS</u>	:	Grade twelve (12). One (1) to three (3) years' secretarial experience or as an Office Assistant. A valid driver's license. 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 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 (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 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 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 Statistician.

ENQUIRIES : Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5657
APPLICATIONS : HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
NOTE : Applications can be sent via email at 2025/241/OCJ@judiciary.org.za
 : The Organization will give preference to candidates in line with the Employment Equity goals

POST 34/55 : **REGISTRAR REF NO: 2025/244/OCJ**

SALARY : 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.

CENTRE : Pietermaritzburg High Court
REQUIREMENTS : Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. 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: 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.

DUTIES : Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.

ENQUIRIES : Technical Enquiries: Mr MN Zondi Tel No: (033) 345 8211
APPLICATIONS : HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
NOTE : can be sent via email at 2025/244/OCJ@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 34/56 : **ADMINISTRATION CLERK: CRT REF NO: 2025/245/OCJ**

SALARY : R228 321 – R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : Mpumalanga Division of The High Court: Mbombela
REQUIREMENTS : Matric certificate or equivalent. A National Diploma (NQF 6) in Legal field or related qualification as recognized by SAQA will be an added advantage. A valid driver's license. 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 technical and generic requirements. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). General Administration / Court related functions regarding court recordings. Good customer services 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>	:	Provide administrative support in pre-recording of court proceedings. Render proper recording of court proceedings. Perform collection of statistic. Provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. JM Shongwe Tel No: (013) 758 0000 HR Related Enquiries: Mr. SJ Zwane/Mr. V Maeko Tel No: (013) 758 0000
<u>APPLICATIONS NOTE</u>	:	can be sent via email at 2025/245/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals
<u>POST 34/57</u>	:	<u>ADMINISTRATION CLERK: (DCRS) REF NO: 2025/246/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 REQUIREMENTS</u>	:	Pietermaritzburg High Court Grade 12 certificate; no experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an 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 technical and generic requirements. Skills and Competencies: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). General Administration / Court related functions regarding court recordings. Good customer services.
<u>DUTIES</u>	:	Provide administrative support in pre-recording of court proceedings. Render proper recording of court proceedings. Perform collection of statistic. Provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr MN Zondi Tel No: (033) 345 8211 HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS NOTE</u>	:	Can be sent via email at 2025/246/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 34/58</u>	:	<u>ACCOUNTING CLERK REF NO: 2025/247/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Division of the High Court: Cape Town A Grade 12 certificate with accounting and mathematics. No experience required. National Diploma (NQF6) in Finance / Accounting as recognized by SAQA will be an added advantage. Skills and Competencies: Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP) Departmental policies and procedures. Financial prescripts and Manuals Batho Pele Principles. Planning and Organizing, Attention to detail, computer literacy, Verbal and written communication Interpersonal relations, Analytical and Problem-solving, Accounting Basic Numeracy and Accuracy.
<u>DUTIES</u>	:	Process the payment of creditors, administer the collection of revenue, conduct payroll administration and pay claims, administer petty cash, Prepare and process payment of S&T claims for Judges and Officials, prepare manual, requisitions and capture on Logis. Receive and record all invoices within 30 days. Receive and check invoices for correctness, verification and approval. Capture all payments on the financial system after verifying supporting documents for validity, accuracy and completeness, Compile and capture all financial transactions on financial transversal system (e.g. BAS and LOGIS). Updating and maintaining of the invoice tracking register, maintain records and assist in the filing of documents, Entity maintenance. Perform adhoc activities as and when required, e.g. retrieval of documents for audit purposes.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. N Chwethiso Tel No: (021) 480 2637 HR Related Enquiries: Mr S Hlongwane Tel No: (021) 469 4038
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/247/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals

<u>POST 34/59</u>	:	<u>TYPIST (X3 POSTS)</u> (6 Months Contract)
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04), plus 37 % in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mkhanda High Court Ref No: 2025/248/OCJ (X2 Posts) Gqeberha High Court Ref No: 2025/249/OCJ (X1 Post)
<u>REQUIREMENTS</u>	:	Grade twelve (12) or NQF Level 4 qualification, A minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5657 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Makhanda: Applications can be sent via email at 2025/248/OCJ@judiciary.org.za Gqeberha: Applications can be sent via email at 2025/249/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals