

## 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.
- : **Supreme Court of Appeal: 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.
- : **Eastern Cape/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.
- : **Gauteng: 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
- : **North West Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.

**CLOSING DATE**

- : 14 October 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 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 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**

<b><u>POST 35/150</u></b>	:	<b><u>IT COORDINATOR REF NO: 2025/250/OCJ</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	North West Provincial Service Centre (Mmabatho)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and a three-year National Diploma in Computer Engineering/ Information Technology/ equivalent qualification at (NQF level 6) with 360 credits as recognised by SAQA, A minimum of three years' experience in general IT desktop support, ITIL Foundation Certificate will be added advantage, A valid driver's license. Skills and Competencies: Project and Systems Management, Network Administrator, Help Desk or First Line Support, Knowledge of government prescripts, regulations, and laws, Knowledge of development of users training manuals, guidelines and procedures and drafting budget, Knowledge and experience in evaluation on End-User training, Knowledge of Public Sector IT environment, LAN, Project and Change Management, Experience in IT Asset Management. Effective communications skills (written and verbal), Problem Solving and analytical skills, Coaching skills, Good interpersonal relations skills, Training and presentation skills, Planning and organization skills, Decision making skills, Technical skills, Computer skills Project management skills, Customer Service orientated, Time management 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.
<b><u>DUTIES</u></b>	:	Optimise Business Applications and transversal systems in the High Court. Conduct ICT infrastructure operations assessment within the High Court, respond to all IT support requests, enquiries and calls logged with the OCJ and DOJ&CD helpdesk and escalate when necessary, Manage IT contracted service providers at the provincial level. Provide provincial reports and adhoc reports with regards to the ICT projects and System Utilisation.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Mr O Sebatatso Tel No: (018) 397 7000/ 7064 HR Related Enquiries: Ms Ke Zwane Tel No: (018) 397 7114/ 7064
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/250/OCJ@judiciary.org.za">2025/250/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 35/151</u></b>	:	<b><u>PRINCIPAL LIBRARIAN REF NO: 2025/251/OCJ</u></b>
<b><u>SALARY</u></b>	:	R397 116 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Eastern Cape Division of the High Court: Gqeberha
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate and a three-year National Diploma / Degree in Library Science or an equivalent qualification at NQF level 6 with 360 credits as recognized by SAQA. Skills and Competencies: Knowledge of Library and information Science, Matters, prescripts and Legislation, procedure and processes and Library Services, A minimum of 2 years' experience in Library and Information Systems, Experience in a legal library will serve as an added advantage, Planning, Organizing and Control, Good written and oral communication skills, Problem solving and decision making skills, Customer Service, Interpersonal Skills, Information Technology, Ability to work under pressure, Language proficiency, Conflict management, Supervisor 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.
<b><u>DUTIES</u></b>	: Render an effective and efficient Library and Information services to the users of the library, Manage the Library and information systems, Assist with book selection for the Library and/or Chambers, Classify and Catalogue the Eastern Cape Division of the High Court's Library Material, Render reference and information service for the Eastern Cape Divisions of the High Court's Library, Monitor the Library budget and give inputs to the library budget, Market and Promote the Library Services, Perform Administration and Supervisory Service, Perform any other court related work required to improve the efficiency of the Eastern Cape Division of the High Court, Perform asset management i.e. library books.
<b><u>ENQUIRIES</u></b>	: Technical/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217
<b><u>APPLICATIONS</u></b>	: Applications can be sent via email at <a href="mailto:2025/251/OCJ@judiciary.org.za">2025/251/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 35/152</u></b>	: <b><u>JUDGE'S SECRETARY REF NO: 2025/152/OCJ</u></b>
<b><u>SALARY</u></b>	: R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	: Supreme Court of Appeal: Bloemfontein
<b><u>REQUIREMENTS</u></b>	: Grade twelve (12) certificate. A minimum of 20 modules completed towards an LLB or Bachelor of Law Degree (results must accompany the application). A minimum of one (1) year secretarial experience in a superior court environment. A valid driver's license. An LLB Degree 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 care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Office) 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>	: To ensure attendance and screening of all incoming and outgoing calls. To ensure that the 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 the 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 reviews register 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 notifying the Statistics Officer as well as the office of the 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 of how the judgment 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 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 the judge in court. To ensure that all travel and accommodation arrangements are in order and made on time. To ensure that the judge's logbook is submitted on or before the 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance

		and/or service. 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 data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer. Adhere to prescripts, policies, procedures and guidelines.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms M.D Maluleke Tel No: (051) 492 4623
		HR Enquiries: Ms N. de la Rey Tel No: (051) 492 4523
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/252/OCJ@judiciary.org.za">2025/252/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 35/153</u></b>	:	<b><u>JUDGE'S SECRETARY REF NO: 2025/253/OCJ (X20 POSTS)</u></b> (48 months non-renewable contract)
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Gauteng Division of The High Court: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486
		HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/253/OCJ@judiciary.org.za">2025/253/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 35/154</u></b>	:	<b><u>JUDGE'S SECRETARY REF NO: 2025/254/OCJ (X14 POSTS)</u></b> (48 months non-renewable contract)
<b><u>SALARY</u></b>	:	R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Gauteng Division of The High Court: Pretoria
<b><u>REQUIREMENTS</u></b>	:	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

## **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 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.

## **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 2025/254/OCJ@judiciary.org.za

## **NOTE**

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

## **POST 35/155**

: **ADMINISTRATION CLERK: LEGAL REF NO: 2025/255/OCJ**

## **SALARY**

: R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

## **CENTRE**

: Eastern Cape Division of The High Court: Gqeberha

## **REQUIREMENTS**

: Grade 12 certificate. A three-year National Diploma at NQF level 6 with 360 credits as recognised by SAQA in the related field will be an added advantage. No experience required Skills and Competencies: Knowledge of public services legislation, prescripts and regulations, Library and information science matters, Procedures and processes, Knowledge of law subjects and legal phrases, 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, Knowledge of Batho Pele principles, 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, Typing 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** : Conduct Legal Research for the Regional Court President/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.

**ENQUIRIES** : Technical/HR related enquiries: Mr S Mponzo Tel No: (043) 726 5217

**APPLICATIONS** : Applications can be sent via email at [2025/255/OCJ@judiciary.org.za](mailto:2025/255/OCJ@judiciary.org.za)

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

**POST 35/156** : **MESSENGER REF NO: 2025/256/OCJ**

**SALARY** : R163 680 – R192 810 per annum. (Level 03). The successful candidate will be required to sign a performance agreement.

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

**REQUIREMENTS** : Grade (10) or ABET Level 2 certificate. Grade 12 will serve as an added advantage. A valid driver's license. A Public Driving Permit (PDP) will serve as an added advantage. Skills and Competencies, Computer literacy and basic software (MS Office). Good communication skills (written and verbal). Attention to detail. Problem solving skills. Good organizing skills. Ability to work under pressure. Ability to work independently and in a team. Good interpersonal relations and the ability to liaise with team members and the public. Must be responsible and have good work ethics. All shortlisted candidates shall undertake a pre-entry practical exercise and driving test exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Collect post from the Post Office and distribute it to various offices. Distribute urgent/hand delivered post/files to various offices. Deliver outgoing post/files to the Post Office and other offices. Driving court vehicles and transporting officials to various destinations. Maintain register of post/files distribution and ensure safeguarding of all correspondence. Perform general office assistant tasks.

**ENQUIRIES** : Technical related enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623

HR Enquiries: Ms D.S.J Peters Tel No: (051) 492 4523

**APPLICATIONS** : Applications can be sent via email at [2025/256/OCJ@judiciary.org.za](mailto:2025/256/OCJ@judiciary.org.za)

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