

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**

- : **Judicial Remuneration and Condition of Services: Pretoria/ Constitutional Court: Braamfontein/:** 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
- Gauteng/Land Court Randburg/Johannesburg/Pretoria:** 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
- 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
- KwaZulu-Natal/ Durban/Pietermaritzburg:** 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 Sontseu8 & Stalwart Simelane Streets, Durban, 4000.
- Eastern Cape/East London/Makhanda/Mthata/ Qheberha /Bisho:** 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.

CLOSING DATE

: 21 November 2025

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 40/56</u>	:	<u>CHIEF REGISTRAR REF NO: 2025/279/OCJ</u>
<u>SALARY</u>	:	R586 956 - R1 386 972 per annum (MR6). The successful candidate will be required to sign a performance agreement. 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>	:	Eastern Cape Division of The High Court: Makhanda
	:	Grade 12, a minimum of LLB Degree or equivalent qualification (NQF level 8) and a minimum of eight (8) years' experience as a Registrar., A valid Driver's license will serve as an advantage. Skills and Competencies: Knowledge of registry duties, knowledge of legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of Court documentation management and Human Resource Management, Batho Pele Principles, Numerical Skills, Problem solving, Decision-making skills, Computer literacy (MS Office), Excellent communication skills (written and verbal), Good people skills/ interpersonal relations, Planning and organizing skills, Report writing skills, Interviewing skills, Work ethic and motivation, Professional appearance and conduct, Self-management, Ability to work under pressure and solve problems, Confidentiality, Resilience, Honesty and integrity, Flexibility, Personal motivation and creative thinking.
<u>DUTIES</u>	:	Manage the Information and case/ court documentation Management System: Implement information desk in the court, Develop and maintain a complaints management system, Interface with external court stakeholders on a regular basis, ensure that the checking of relevant registers is done in terms of the codes, ensure that accurate statistics is furnished to PSC on a monthly basis, Provide all reports within the given time limits. Provide support to court and case flow management / Quasi-Judicial functions: Develop & implement case management strategies, Review and implement projects to improve court efficiency regularly, Implement a case/ court documentation and information management system, Coordinate case flow management meetings, Attend to default judgment applications and taxation of attorneys bills of costs, Ensure court processes are issued, Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, Liaise with the service provider on a regular basis to ensure smooth service delivery, Peruse proposed amendments received from the rules board and provide comments, if any to them, Propose amendment to practice directives of the JP and provide drafts if requested, Attend to the implementation of the new court practices, Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, Give direction and guidance to the court based on best court management practices, Lead transformation in the High court, Supervise and develop staff, Ensure general supervision of employees, Allocate duties and perform quality control on the work delivered by officials, Manage leave of staff, Advise and lead supervisees with regard to all aspects of the work, Manage

		performance and conduct discipline of employees, Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, Develop, implement and monitor work systems and processes to ensure efficient and effective functioning, Address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr S Mponzo Tel No: (040) 603 5000 HR Enquiries: Ms P Biko Tel No: (040) 608 7700
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/279/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 40/57</u>	:	<u>CHIEF REGISTRAR REF NO: 2025/280/OCJ</u>
<u>SALARY</u>	:	R586 956 - R1 386 972 per annum (MR6). The successful candidate will be required to sign a performance agreement. 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</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Grade 12, a minimum of LLB Degree or equivalent qualification (NQF level 8) and a minimum of eight (8) years' experience as a Registrar., A valid Driver's license will serve as an advantage. Skills and Competencies: Knowledge of registry duties, knowledge of legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of Court documentation management and Human Resource Management, Batho Pele Principles, Numerical Skills, Problem solving, Decision-making skills, Computer literacy (MS Office), Excellent communication skills (written and verbal), Good people skills/ interpersonal relations, Planning and organizing skills, Report writing skills, Interviewing skills, Work ethic and motivation, Professional appearance and conduct, Self-management, Ability to work under pressure and solve problems, Confidentiality, Resilience, Honesty and integrity, Flexibility, Personal motivation and creative thinking.
<u>DUTIES</u>	:	Manage the Information and case/ court documentation Management System: Implement information desk in the court, Develop and maintain a complaints management system, Interface with external court stakeholders on a regular basis, ensure that the checking of relevant registers is done in terms of the codes, ensure that accurate statistics is furnished to PSC on a monthly basis, Provide all reports within the given time limits. Provide support to court and case flow management / Quasi-Judicial functions: Develop & implement case management strategies, Review and implement projects to improve court efficiency regularly, Implement a case/ court documentation and information management system, Coordinate case flow management meetings, Attend to default judgment applications and taxation of attorneys bills of costs, Ensure court processes are issued, Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, Liaise with the service provider on a regular basis to ensure smooth service delivery, Peruse proposed amendments received from the rules board and provide comments, if any to them, Propose amendment to practice directives of the JP and provide drafts if requested, Attend to the implementation of the new court practices, Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, Give direction and guidance to the court based on best court management practices, Lead transformation in the High court, Supervise and develop staff, Ensure general supervision of employees, Allocate duties and perform quality control on the work delivered by officials, Manage leave of staff, Advise and lead supervisees with regard to all aspects of the work, Manage performance and conduct discipline of employees, Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, Develop, implement and monitor work systems and processes to ensure efficient and effective functioning, Address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms Z Sondlo Tel No: (011) 359 7400/7458 HR Enquiries: Ms K Mokgatlhe Tel No: (011) 359 7400/7575
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/280/OCJ@judiciary.org.za

<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 40/58</u>	:	<u>LAW RESEARCHER REF NO: 2025/281/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). 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 12 Certificate. Degree in LLB at NQF level 8. A minimum of two (2) years' in the relevant field and a valid Driver's license. Superior court or litigation experience will be an added advantage. Basic Conditions of Employment Act and related labour laws & Departmental policies, Knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, Sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles. Communication skills (verbal and written), Problem solving and decision-making skills, Excellent research and analytical skills, Report writing and editing skills, Problem solving skills, Financial management skills, Strategic skills, Analytical skills, Presentation skills, Planning and organizing skills, Computer literacy, (Word, PowerPoint & Excel,). Applied Strategic Thinking, Budgeting and Financial Management, Communication and Information Management, Customer Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organizing, Problem Solving and Decision Making, Project Management and Team Leadership.
<u>DUTIES</u>	:	Provide support to legal research functions for the Judges and other Court officials: Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, Analyse and apply complex legal principles and provide summaries to the judges, Provide research support to judges in the preparation of hearings and trials, Carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, Provide analysis through studying all the relevant material, Study all the relevant material and provide a thorough analysis thereof. Prepare and compile legal opinions: Provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, Research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, Prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear, consistent and comprehensive judgments: Provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, Proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, Quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, Correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation: Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, Keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr S Mponzo Tel No: (018) 608 7700 HR Related Enquiries; Ms P Biko Tel No: (040) 608 7700/
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/281/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 40/59</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 2025/282/OCJ</u>
<u>SALARY</u>	:	R397 117 - R467 790 per annum (Level 08). 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>	:	Grade 12, National Diploma in Legal Interpreting/ equivalent qualification at (NQF level 6), A minimum of two (2) years' experience as a Court Interpreter,

A valid driver's license will be an added advantage. Skills and Competencies: Adherence to Batho Pele and the OCJ Principles, Knowledge of Court proceedings, Cultural diversity, Knowledge of Policies, Prescripts, and Legislation, Full command of the language, Communication (oral and written) skills, Listening skills, Computer literacy (Ms Word, PowerPoint, Outlook and Internet, etc.), Problem solving, Good Interpersonal relations, Planning and organizing, Good people skills, Intermediate typing skills), Customer service orientation, Confidentiality, Ability to work under pressure, Ability to work independently, Professionalism, Ability and willingness to learn, High level of reliability, Time bound, Creative and analytical thinking, Self-driven and Meticulous.

DUTIES : Render interpreting services in high profile matters: Interpret in complex cases, interpret in criminal, civil, and Labour Court, interpret in small claims court, interpret in disciplinary hearing, Interpret in Conciliation and Arbitration, interpret in confession, Interpret pre-trial proceedings and consultations. Control, supervise and attend to personnel administrative aspects of interpreters: Provide mentoring and coaching to junior/ senior interpreters, manage performance agreement contracts, draw a schedule for replacement of Court Interpreters, Control leave of Court interpreters and submit Court hour registers, Quarterly submit probation reports, Monitor subordinates on EHWP. Translate Legal documents and exhibits: Study and analyse the source documents, conduct necessary research and consult, Check, edit and revise the translated documents, Translate official documents and mechanically recorded audio material. Procure foreign language interpreters and casuals in line with PFMA and the relevant policy: Report statistical to be generated and escalated to the cluster manager of consolidation, Authorise payment of foreign language interpreters and casuals, Recommend lowest rate to the cluster manager for the Regional Office's approval. Develop terminology: Harvest if terminology, Database development, Provide terms and their respective meanings in the glossary register, Supervise and develop staff, Ensure general supervision of employees, Allocate duties and perform quality control on the work delivered by officials, Manage leave of staff, Advise and lead supervisees with regard to all aspects of the work, Manage performance, conduct and discipline of employees, Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, Develop, implement and monitor work systems and processes to ensure efficient and effective functioning and Address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical Related Enquiries: Mr S Mponzo Tel No: (018) 608 7700
HR Related Enquiries; Ms P Biko Tel No: (040) 608 7700/

APPLICATIONS : Applications can be sent via email at 2025/282/OCJ@judiciary.org.za

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

POST 40/60 : **ADMINISTRATIVE OFFICER REF NO: 2025/283/OCJ**

SALARY : R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE : Judicial Remuneration and Condition of Services: Pretoria
REQUIREMENTS : Grade 12 or equivalent qualification. National Diploma in Public Administration/ Human Resource Management/ Public Relations or relevant qualification at NQF Level 6. A minimum of 2 years' experience in the relevant field or similar environment. PERSAL experience introduction Certificate will be an advantage.

DUTIES : Render efficient and effective administrative support to the smooth functioning of JRCS. The role of an administrative officer is to oversee administrative operations within the unit, ensuring efficiency and compliance with the Judge Remuneration and Conditions of Service Act 47, 2001, policies and procedures. The administrative officer will be expected to manage administrative staff, handle correspondence, coordinate office activities, and maintain records of the unit. Tasks will include approving transactions on PERSAL, record-keeping, correspondence management, scheduling, and ensuring smooth office operations. Ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed in order to deliver work of the required standard

	efficiently and effectively. Develop, implement, and monitor work systems and processes to ensure efficient and effective functioning of JRCS.
<u>ENQUIRIES</u>	Technical Related Enquiries: Mr A Slingers email ASlingers@judiciary.org.za HR Related Enquiries; Ms L Makula Tel No: (018) 397 7064/7000
<u>APPLICATIONS</u>	: Applications can be sent via email at 2025/283/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 40/61</u>	: <u>HANDYMAN (X4 POSTS)</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>	: Eastern Cape Division of the High Court: Mthatha high Court Ref No: 2025/284/OCJ Makhanda High Court Ref No: 2025/285/OCJ Gqeberha High Court Ref No: 2025/286/OCJ Bisho High Court Ref No: 2025/287/OCJ
<u>REQUIREMENTS</u>	: ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, willing to do all other trades, be keen to learn and must be physical healthy. Skills and Competencies: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, 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, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	: Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Mr S Mponzo Tel No: (018) 608 7700 HR Related Enquiries; Ms P Biko Tel No: (040) 608 7700
<u>APPLICATIONS</u>	: Applications can be sent via email to: Mthatha high Court: 2025/284/OCJ@judiciary.org.za Makhanda High Court: 2025/285/OCJ@Judiciary.org.za Gqeberha High Court: 2025/286/OCJ@judiciary.org.za Bisho High Court: 2025/287/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 40/62</u>	: <u>HANDYMAN (X2 POSTS)</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>	: Limpopo Division of the High Court: Polokwane Ref No: 2025/288/OCJ Tlohoayandou Ref No: 2025/289/OCJ

<u>REQUIREMENTS</u>	:	ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, willing to do all other trades, be keen to learn and must be physical healthy. Skills and Competencies: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, 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, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	:	Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms ER Ramaphakela Tel No: (015) 495 1744 HR Related Enquiries; Mr AI Nemukula Tel No: (015) 495 1745/ Mr BM Tjiane Tel No: (015) 496 1447
<u>APPLICATIONS</u>	:	Applications can be sent via email to: Polokwane: 2025/288/OCJ@judiciary.org.za Thohoyandou: 2025/289/OCJ@judiciary.org
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 40/63</u>	:	<u>HANDYMAN (X2 POSTS)</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>	:	Kwa Zulu Natal Division of the High Court Division of The High Court: Pietermaritzburg Ref No: 2025/290/OCJ Durban Ref No: 2025/291/OCJ
<u>REQUIREMENTS</u>	:	ABET or (Grade 10), a relevant experience required, must at least be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical, willing to do all other trades, be keen to learn and must be physical healthy. Skills and Competencies: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, 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, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible.
<u>DUTIES</u>	:	Provide handyman services at the court: Relocate office equipment as and when required, Coordinate removal of damaged office disposal and repair/replace broken furniture, Safety awareness with use of all equipment on

all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains, Fit and fix doors and locks, ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed, Oversee the quality of office equipment delivered. Execute minor general building maintenance: Report breakages to the supervisor for repairs by the landlord, Repair damaged office equipment, Attend to minor repairs, Sign job cards for services rendered by service providers, Oversee building maintenance rendered by service providers, Attend to minor plumbing, electrical and carpentry work, Unblock kitchen, restrooms basins and minor drainage sewage, Facilitate repairs to water leaks, Repair/replace broken furniture, Repair office furniture and equipment, Ensure that electrical systems are working safe, Conduct routine inspection of the building on a weekly, monthly and quarterly basis, Accompany landlord and contractors during repairs/maintenance, Record inspection done on infrastructure and Keep all records of all maintenance done at the Court.

- ENQUIRIES** : Technical Related Enquiries: Mr S Mvuyana Tel No: (031) 372 3176
HR Related Enquiries; Ms N Naidoo Tel No: (031) 372 3176
- APPLICATIONS** : Applications can be sent via email to: Pietermaritzburg: 2025/290/OCJ@judiciary.org.za
Durban: 2025/291/OCJ@judiciary.org.za
- NOTE** : The Organization will give preference to candidates in line with the departmental employment equity goals.

SASSETA FUNDED GRADUATE INTERNSHIP PROGRAMME FOR 2025 TO 2027 (24 MONTHS)
The Office of the Chief Justice would like to invite qualifying graduates to apply to participate in an internship programme in the 2025 To 2027 financial year. Applicants must be unemployed graduates, should not have participated in an internship programme previously, and must be a South African citizen. The Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to persons with disabilities.

- 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
Free State: Provincial Service Centre/Free State Division of the High Court (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 Division of the High Court, Cnr President Brand and Fontein Street, Bloemfontein, 9301
Gauteng: Provincial Service Centre/Land Claims Court (Randburg)/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, 2001
KwaZulu-Natal: Provincial Service Centre/Durban/Pietermaritzburg: 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 Somtseu & Stalwart Simelane Streets, Durban, 4000
Western Cape: Provincial Service Centre/Western Cape Division of the High Court (Cape Town): Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, 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
- CLOSING DATE** : 21 November 2025
- NOTE** : Applications quoting the relevant reference number must be submitted on the new Z83 application form, obtainable from any Public Service Department or on www.dpsa.gov.za-vacancies/www.judiciary.org.za. Received applications using the incorrect application for employment (old Z83) will not be considered. The completed and signed form should be accompanied by a recently updated CV. Shortlisted candidates will be required to submit certified copies of: Matric certificate, academic transcripts (qualification/s with 360/480 credits as recognised by SAQA and academic record) and ID). 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. Candidates wishing to apply for an internship outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Failure to submit the requested documents/information will result in your application not being considered. Applicants will be expected to be available for assessments and selection interviews at a time, date and place as determined by the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and National Diploma should be NQF Level 6 (with 360 credits as recognised by SAQA). All appointments for internship are subject to the verification and pre-screening process. The OCJ reserves the right not to make an appointment. Correspondence will be entered into with shortlisted candidates only. Please direct your application to the relevant province and complete a separate application for each reference number.

OTHER POSTS

<u>POST 40/64</u>	:	<u>INTERNSHIP PROGRAMME ADMINISTRATION (SAJEI) REF NO: 2025/292/OCJ (X2 INTERNS)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Public Management/Office Management/Public Management and Governance or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms P Mogale Tel No: (010) 493 2500
	:	HR related enquiries: Mr M Mbele/Ms A Nthompe, Tel No: (010) 493 2689
<u>APPLICATIONS</u>	:	Applications can be sent via email to: 2025/192/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 40/65</u>	:	<u>INTERNSHIP PROGRAMME COURT ADMINISTRATION SERVICES (LEGAL)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Gauteng Division of the High Court: Pretoria Ref No: 2025/293/OCJ (X1 Intern) Land Court: Randburg Ref No: 2025/294/OCJ (X1 Intern) Gauteng Division of the High Court: Johannesburg, Ref No: 2025/295/OCJ (X1 Intern) Labour and Labour Appeals Court: Braamfontein, Ref No: 2025/296/OCJ (X1 Intern)
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	HR Enquiries: Ms L Netshitomboni Tel No: (010) 494 8520 Technical Enquiries Ms N Shandu Tel No: (010) 012 315 7602 (Pretoria) Ms R Bramdaw Tel No: (010) 494 8486 (Johannesburg) Ms N Mhlambi Tel No: (010) 493 5392/5670 (Randburg) Ms T Nzimande Tel No: (010) 494 9238 (Braamfontein)
<u>APPLICATIONS</u>	:	Applications can be sent via email to: Gauteng Division of the High Court: Pretoria, Ref No: 2025/293/OCJ@judiciary.org.za Land Court: Randburg, Ref No: 2025/294/OCJ@judiciary.org.za Gauteng Division of the High Court: Johannesburg, Ref No: 2025/295/OCJ@judiciary.org.za Labour and Labour Appeals Court: Braamfontein, Ref No: 2025/296/OCJ@judiciary.org.za
<u>POST 40/66</u>	:	<u>INTERNSHIP PROGRAMME COURT ADMINISTRATION SERVICES LEGAL</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Western Cape Division of the High Court Ref No: 2025/297/OCJ (X1 Intern) Labour and Labour Appeals Court: Cape Town Ref No: OCJ 2025/298/OCJ (X1 Intern)
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Public Administration / Management or a relevant (equivalent) qualification at NQF level 6 with 360 credits as recognised by SAQA.

<u>ENQUIRIES</u>	:	Mr S Hlongwane Tel No: (021) 429 4029
<u>APPLICATIONS</u>	:	Applications can be sent via email to: Gauteng Division of the High Court: Pretoria, Ref No: 2025/297/OCJ@judiciary.org.za
	:	Land Court: Randburg, Ref No: 2025/298/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals
<u>POST 40/67</u>	:	<u>INTERNSHIP PROGRAMME COURT ADMINISTRATION SERVICES LEGAL</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Durban High Court Ref No: 2025/299/OCJ (X1 Intern)
	:	Labour Court Durban Ref No: 2025/300/OCJ (X1 Intern)
	:	Pietermaritzburg High Court Ref No: 2025/301/OCJ (X1 Intern)
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	HR Related Enquiries, Ms N Naidoo Tel No: (031) 372 3176
<u>APPLICATIONS</u>	:	Applications can be sent via email to: Durban High Court, 2025/299/OCJ@judiciary.org.za
	:	Labour Court Durban, Ref No: 2025/300/OCJ@judiciary.oeg.za
	:	Pietermaritzburg High Court, 2025/301/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals
<u>POST 40/68</u>	:	<u>INTERNSHIP PROGRAMME PUBLIC ADMINISTRATION REF NO: 2025/302/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	KZN Provincial Service Centre (Durban)
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Public Management/Office Management/Public Management and Governance or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1721
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2025/302/OCJ@judiciary.org.za
<u>POST 40/69</u>	:	<u>INTERNSHIP PROGRAMME COURT ADMINISTRATION SERVICES (LEGAL) REF NO: 2025/303/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Free State Division of the High Court (Bloemfontein)
<u>REQUIREMENTS</u>	:	Matric certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR Enquiries: Ms N de la Rey Tel No: (051) 492 4585
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/303/OCJ@judiciary.org.za
<u>POST 40/70</u>	:	<u>INTERNSHIP PROGRAMME: ADMINISTRATION REF NO: 2025/304/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R7 700.per month
<u>CENTRE</u>	:	Free State High Court: Bloemfontein
<u>REQUIREMENTS</u>	:	Matric certificate and a three-year National Diploma/Degree in Public Management /Public Administration or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical/HR Enquiries: Ms N de la Rey Tel No: (051) 492 4585
<u>NOTE</u>	:	Applications can be sent via email at 2025/304/OCJ@judiciary.org.za