

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) / Constitutional Court:** 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.
- Western Cape: Cape Town:** Quoting the relevant reference number, direct your application to: The Provincial Head: OCJ Service Centre, Western Cape, For Attention: Mr SD Hlongwan, Address: 30 Queen Victoria Street, Cape Town, 8000 or Private Bag X14, Vlaeberg, 8018.
- Eastern Cape Makhanda/Provincial Service Centre:** 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/Labour and Labour Appeals Court: 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.
- North West/ Mmabatho:** 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, Mafikeng.
- Free State High Court:** 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.
- Northern Cape: High Court:** Kimberly: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the Northern cape division of the High Court, Corner Sol Plaatje Drive, Kimberly.
- KwaZulu-Natal/ 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/ Middelburg:** 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.

CLOSING DATE

: 05 December 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. 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. 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 7considered. 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

ERRATUM: Kindly note that the posts of Judges Secretary (X2) advertised in Public Service Vacancy Circular 42 dated 14 November 2025 with Ref No 2025/320/OCJ have been withdrawn. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 43/88</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 2025/334/OCJ</u>
<u>SALARY</u>	:	R397 116 – R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour and Labour Appeals Court: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12, A 3-years National Diploma in Legal Interpreting/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in the relevant field and supervisory experience, Proficiency in Afrikaans, Proficiency in all indigenous languages will be an added advantage. A Valid driver's license. Candidates will have to undergo oral and written languages proficiency testing. Skills and Competencies; Excellent Communication skills; Time Management, Computer literacy, Analytic thinking Good interpersonal skills, problem solving, Planning and organizing; Confidentiality, Ability to work under pressure; Art of interpreting. Supervising the Language Section.
<u>DUTIES</u>	:	Render interpreting services in high profile matters. and quasi judiciary proceedings: 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. Translate Legal documents and exhibits, assist with reconstruction of court proceeding records, 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. Develop terminology, coin words, perform specific line and administrative support functions to the Judiciary Harvest if terminology, Database development, provide terms and their respective meanings in the glossary register, Supervise and develop staff. Provide effective people management, provide practical training for staff and 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.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms T Nzimande Tel No: (011) 359 5718 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/334/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 43/89</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2025/335/OCJ</u>
<u>SALARY</u>	:	R397 116 – 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: Makhandla
<u>REQUIREMENTS</u>	:	Grade 12, A Three-year National Diploma in Public Administration / Administrative Management / Public Management/ Finance or equivalent qualification at (NQF level 6); a minimum of 2 years administration experience; Supply Chain Management and Risk Management; Knowledge of Public Finance Management Act, Knowledge of Human Resource Management, Knowledge of Financial Management; Departmental Financial Instructions, BAS, LOGIS and Justice Yellow Pages. A valid driver's license and supervisory experience will serve as an advantage. Skills and Competencies: People Management; Computer Literacy (Microsoft packages); Good communication skills (written and verbal); Organizing and problem-solving skills; Sound leadership and management skills; Good interpersonal relations.
<u>DUTIES</u>	:	Co-ordinate and manage the financial and human resources of the court; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Managing Assets and the Administration Section, travel and accommodation arrangements and other related sections to the Court and Supply Chain; e.g. Managing vehicle invoices of both Judges and G-fleet, managing the court building, Security Officers and Cleaning services.
<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>	:	applications can be sent via email to: 2025/335/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 43/90</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF OF STAFF IN THE PRIVATE OFFICE OF THE CHIEF JUSTICE REF NO: 2025/337/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Grade 12. An undergraduate qualification at NQF6 as recognised by SAQA in Office Management/Information Management/Public Administration/Business Administration/Records Management. A minimum of two (2) years' experience functional experience in Office Administration. A valid Driver's license. Knowledge of legislative framework governing the public service. Knowledge of basic Departmental policies and procedures. Batho Pele Principles Shortlisted candidates will be required to pass a typing test. skills and competencies: Time management. 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. Confidentiality and time management. Ability to Multi task. Computer literacy (MS Word).
<u>DUTIES</u>	:	To provide high-level administrative and secretarial support to the Chief of Staff. Coordinate meetings and handling correspondence. Produce reports and presentations. Maintaining office systems to ensure the smooth and efficient operation of the Chief of Staff's office. Screen and respond to phone calls, emails, and other inquiries. Draft correspondence on behalf of the Chief of Staff. Electronic filing of correspondence of the Chief of Staff. Provide a professional first point of contact. Proactively manage the Chief of Staff's electronic diary, including scheduling meetings, coordinating agendas, taking minutes, and arranging meeting logistics like catering and venues. Screen and handling enquiries from internal and external stakeholders. Maintain and manage an efficient electronic filing system. Prepare and edit documents, briefing papers, reports, and presentations for the Chief of Staff. Ensure that

reports are of high professional quality. Arrange and coordinate travel (including booking flights, accommodation) for the Chief of Staff. Manage any related expenses and reconciliation e.g. cell phone and subsistence and travel expenses.

ENQUIRIES

: Technical enquiries: Mr. J Jacobs Tel No: (011) 359 7400/7

HR enquiries: Ms. K Mokgathe Tel No: (011) 359 7400/ 7574

APPLICATIONS

: applications can be sent via email to: 2025/337/OCJ@judiciary.org.za

NOTE

: OCJ will give preference to candidates in line with the departmental Employment Equity goals

POST 43/91

: **JUDGE'S SECRETARY REF NO: 2025/338/OCJ (X8 POSTS)**
(12 Months Non-Renewable Contract)

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

: Grade 12, LLB, BA/ BCOM Law degree or a four (4) year legal qualification or equivalent as recognized by SAQA, a minimum of two years secretarial experience and valid driver's license. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality.

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 to: 2025/338/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 43/92</u>	:	<u>POOL JUDGE'S SECRETARY REF NO: 2025/339/OCJ</u> (12 Months Non-Renewable Contract)
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12, LLB, BA/ BCOM Law degree/a four (4) year legal qualification or equivalent as recognized by SAQA, a minimum of two years secretarial experience and valid driver's license. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality.
<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 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 to: 2025/339/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 43/93</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/340/OCJ</u> (48 Months Non-Renewable Contract)
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Labour And Labour Appeals Court: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12, LLB, BA/ BCOM Law degree or a four (4) year legal qualification or equivalent as recognized by SAQA, a minimum of two years secretarial experience and valid driver's license. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality.
<u>DUTIES</u>	:	Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms T Nzimande Tel No: (010) 494 8538 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/340/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 43/94</u>	:	<u>ACCOUNTING CLERK REF NO: 2025/342/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Provincial Service Centre: Port Elizabeth
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification. No experience required. Skills and Competencies: Computer literacy, Knowledge of Public Finance management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Departmental Policies and procedures. 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>	:	Capture financial transactions on BAS, Maintain electronic invoice tracking register, Facilitate supplier registration on BAS, Compile journals, Capture HR related transactions, Capture S&T claim and other allowance, File all Finance and HR related documents, Review all finance and HR related documents for completeness, correctness, existence and compliance, Ensure that all documents are filed in a lockable and safe place, Distribute payroll, Facilitate logistical arrangements, Communicate with vendors, customers and colleagues.
<u>ENQUIRIES</u>	:	Technical Related: Mr Z Mahanjana Tel No: (043) 726 5217 HR Related Enquiries Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/342/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 43/95</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/344/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification, the following will be an added advantage: An LLB/ B Com Law/ BA: Law/ Paralegal qualification; and/or Experience in general legal administration; and/or a minimum of one (1) year administration experience preferably in a court environment; and/or a valid driver's license. Skills and Competencies: Good communication (written and verbal), computer literacy (MS Office), good interpersonal skills, good public relations skills, ability to work under pressure, customer service and knowledge of document management and filing.
<u>DUTIES</u>	:	Assist with the management and control of Court Records, Filing and issuing of civil processes and criminal matter, Processing of reviews and appeals, Compilation of statistics, Attend and oversee to general public enquiries/ correspondence; Court online related duties, perform any other duties required for the effective and efficient functioning of the court as required by the Judiciary, Court Manager and Chief Registrar.
<u>ENQUIRIES</u>	:	Technical Enquiries: Technical Enquiries: N Chwetisho Tel No: (021) 480 2637 HR Related Enquiries: Technical - SD Hlongwane Tel No: (021) 469 4032
<u>APPLICATIONS</u>	:	applications can be via email to: 2025/344/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 43/96</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/345/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour & Labour Appeals Court: Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification, the following will be an added advantage: An LLB/ B Com Law/ BA: Law/ Paralegal qualification; and/or Experience in general legal administration; and/or a minimum of one (1) year administration experience preferably in a court environment; and/or a valid driver's license. Skills and Competencies: Good communication (written and verbal), computer literacy (MS Office), good interpersonal skills, good public relations skills, ability to work under pressure, customer service and knowledge of document management and filing.
<u>DUTIES</u>	:	Assist with the management and control of Court Records, Filing and issuing of civil processes and criminal matter, Processing of reviews and appeals, Compilation of statistics, Attend and oversee to general public enquiries/ correspondence; Court online related duties, perform any other duties required for the effective and efficient functioning of the court as required by the Judiciary, Court Manager and Chief Registrar.
<u>ENQUIRIES</u>	:	Technical Enquiries: N Chwetisho Tel No: (021)480 2637 HR Related Enquiries: SD Hlongwane Tel No: (021)-469 4032
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/345/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.

<u>POST 43/97</u>	:	<u>DATA CAPTURER REF NO: 2025/2599/OCJ</u> 12 Months Non-Renewable 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>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience required. Working experience in the HR environment will be an added advantage. Knowledge of clerical duties, practices as well as the ability to capture data. Skills and Competencies: Batho Pele principles, Knowledge of working procedures in terms of the working environment. Effective communications skills (written and verbal), Good interpersonal skills, Computer Literacy Skills, Customer Services, Planning and organizing skills, Problem solving skills, Analytical skills, Numeric 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>	:	Render data capturing service, contribute to organizational efficiency, provide general administration functions, Verification and quality control of data, attend to data related queries.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr A Khadambi Tel No: (010) 493 2527 HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/2599/OCJ@judiciary.org.za
<u>NOTE</u>	:	Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 43/98</u>	:	<u>TYPIST REF NO: 2025/346/OCJ</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Division of The High Court: Middleburg High Court
<u>REQUIREMENTS</u>	:	Grade 12. No experience required. Minimum typing speed of 35wpm. A valid Driver's license will serve as an advantage. Knowledge and Skills: Knowledge of the legal terminology, court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (Microsoft Office). typing skills (speed 35 words per minute) 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.
<u>DUTIES</u>	:	Type court orders, court documents and reports. Type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports. Type Rule 6(12) orders and make available in terms of the rule. Type judgments. Sort and distribute incoming and outgoing files. Make amendments on judgments as per judges' request/instruction. Compile term roll, week roll and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazetted terms. Type supplementary rolls. Compile and submit relevant orders and judgments to relevant stakeholders. Provide Advocates enrolment orders to the Department of Justice and Constitutional Development. Send all judgments provided to the typing unit, in the required format, to the elected person (for reporting purposes on Saflii)
<u>ENQUIRIES</u>	:	Technical enquiries Ms DY Seswene Tel No: (013) 492 2213 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/346/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 43/99</u>	:	<u>HANDYMAN REF NO: 2025/347/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour & Labour Appeals Court: Cape Town
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 3) or equivalent qualification. A valid driver's licence. 3 Years' experience in handyman or general worker environment in areas including but not limited to plumbing, electrical, repair and maintenance work. Grade 12 and/or a trade test certificate in plumbing, electrical, bricklaying,

		carpentry or mechanical will be an added advantage. Skills & Competencies: Knowledge of the Occupational Health and Safety Act. Knowledge on how to operate hand and power tools. Knowledge of building infrastructure layouts. Basic Computer literate. Communication skills. To work as part of a team. Reliability. Hard working. Problem solving skills. Innovation. Ability to work independently. Must be semi-skilled in trades of plumbing, electrical, bricklaying and carpentry or mechanical. Must be willing to do all other general worker duties when required to do so and be keen to learn. Must be physical healthy. Experienced driving capabilities.
<u>DUTIES</u>	:	Perform minor general building maintenance and repairs. Attend to minor plumbing, electrical, bricklaying, mechanical, carpentry and general handyman duties. Conduct routine inspections of the building on a daily, weekly and monthly basis to identify faults, breakages and general maintenance needs. Report unauthorised movement of equipment. Attending to general work as required, including driving Judges' vehicles for repairs, servicing, car washes, drop off and pickups from and to the airport and purchasing of goods for the office.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr RAF Wesso at (087) 106 1775 HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
<u>APPLICATIONS</u>	:	applications can be sent via email to: 2025/347/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 43/100</u>	:	<u>SECURITY OFFICER REF NO: 2025/348/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Northern Cape Division of The High Court: Kimberley
<u>REQUIREMENTS</u>	:	ABET. Level 2/ Grade 10, A relevant experience required. A valid driver's license. Basic Security Officer's course registered with PSIRA: Knowledge and Skills: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations. Knowledge of the access control procedures. Knowledge of measure for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Batho Pele Principles. Interpersonal Skills, Client service skills, listening skills, Problem solving skills, Good Communication skills, Computer skills, Time management skills, Analytical skills.
<u>DUTIES</u>	:	Perform access control functions. Determine whether visitors have appointments/or the service that visitor requires. Contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point. Utilise walk-through metal detector for the effectiveness of access control. Report all the identified security breaches and non-compliance to the Supervisor. Ensure that unauthorised persons and dangerous object do not enter the building/premises. Ensure that the admission control register is completed and issue admission control documents/ cards as required. Ensure that equipment, document and store do not leave or enter the building or premises unauthorised. Inspect vehicles entering and leaving the premises. Gather information and report on missing and stolen equipment and stores. Handle documents at points of entry according to classification and the prescripts. Ensure that the registers control the movement of equipment, stores and documents are completed. Ensure that no equipment, stores as assets of the department leave the building /premises unauthorised. Operate control room security equipment's. Report all incidents monitored, report to the supervisor. Report all identified non-compliance to security policy and procedures to improve office security. Ensure that security system is in good working condition. Monitor all access points for effective access control. Monitor all movements, events, and activities within the department's premises using CCTV equipment's. Ensure safety in the building and premises. Undertake building/ and the primes patrols to identify and check. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management. Monitor and respond to alarm system. Ensure all incidents are recorded in the occurrence books/registers. Update the information on the occurrence book/register as and when required. Liaise with supervisor to verify information recorded. Ensure that recorded information is correct.

ENQUIRIES

: Technical Enquiries: Mr F Wilkinson Tel No: (053) 492 3553

HR Related Enquiries: Ms RP Netshivhale Tel No: (053) 492 3535

APPLICATIONS

: applications can be sent via email to: 2025/348/OCJ@judiciary.org.za

NOTE

: OCJ will give preference to candidates in line with the departmental Employment Equity goals.