

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**

: **Gauteng/ 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

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.

CLOSING DATE

: 12 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 post of Assistant Director: Auxiliary Services with Ref No: 2025/313/OCJ advertised on Public Service Vacancy Circular 42 dated 14 November 2025 has been withdrawn, furthermore kindly note that the post of Accounting Clerk with Ref No: 2025/342/OCJ advertised on Public Service

Vacancy Circular 43 dated 21 November 2025 in Eastern Cape the centre is not Port Elizabeth, the correct centre is Eastern Cape Provincial Service Centre: East London.

OTHER POSTS

<u>POST 44/100</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: 2025/350/OCJ</u> Re-advertisement, candidates who previously applied are encouraged to re-apply
<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>	:	Supreme Court of Appeal
<u>REQUIREMENTS</u>	:	Grade 12 and a three (3) year Degree/Diploma in Public Management, Public Administration, or related fields or equivalent qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of three (3) years' experience in a corporate management/auxiliary services environment, of which two (2) years must be at a supervisory level. Experience in financial management will be an added advantage. A valid driver's license. Skills and Competencies: Knowledge of Human Resource Management, Financial Management, Asset Management and Supply Chain Management. Understanding of Facilities and Security Management. Good communication skills (verbal and written). Strong administration and organisational skills. Excellent interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Computer literacy (MS Office). Report writing skills. Innovative and self-driven. Decision-making, problem solving and analysis skills.
<u>DUTIES</u>	:	Manage and coordinate human resource management and development matters (recruitment and selection, service benefits, PMDS). Manage and oversee finance processes. Manage supply chain management processes. Monitor compliance with service level agreements. Coordinate and facilitate internal audit and risk management services. Management of infrastructure and facilities support. Coordinate and manage security services. Develop and oversee disaster management and contingency plans. Ensure compliance with the Occupational Health and Safety Act. Ensure proper records management and the provision of messenger services. Management of transport services. Assist in implementing and monitoring internal controls. Assist in resolving audit queries and ensure completeness and accuracy. Assist the court manager to carry out delegated functions. Supervision of auxiliary services personnel.
<u>ENQUIRIES</u>	:	Technical and HR Related Enquiries: Ms N. De La Rey Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/350/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 44/101</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 2025/351/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>	:	Gauteng Division of The High Court Pretoria
<u>REQUIREMENTS</u>	:	Grade 12. National Diploma in Public Management/Administration or equivalent qualification at (NQF 6). A minimum of one years' experience in Administration. Valid driver's license will be an added advantage. 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>	:	Train newly appointed Administration Clerks (DCRS) on technical and administration aspects of operating the Court Recording Machine. Ensure that tests are run on all court recording machines every morning before court sittings to check the microphone status and sound quality. Ensure that all Administration DCRS clerks are seated in court 15 minutes before court proceedings. Troubleshoot reported technical problems on court recording machines to resolve or confirm the reported problem. Log calls to helpdesk for Court Recording Machine problems that cannot be resolved by troubleshooting. Ensure that all clerks utilize headphones throughout court

proceedings and they playback recordings at intervals to monitor quality of the audio. Ensure court recordings are backed up and filed systematically. Ensure that CRT system uploads court recordings to the local server. Ensure Administration Clerks (DCRS) download court recordings to CD's or USBs. Facilitate transcription of Judgements for the purpose of backup. Ensure digital and physical court recordings (CDs and Transcriptions) are marked clearly with case details and parties' details. File physical court recordings (CDs and Transcriptions) in an access controlled strong room and in a systematic manner. Retrieve cases upon receipt of written request for transcriptions. Update the transcription register before court recordings are sent to the transcriber and after the transcribed records are received. Test court recording for audibility before sending it to the transcriber. Ensure the transcriber meets the turnaround time and implement penalties when the transcriber fails to comply with SLA. Liaise with the requester upon receipt of transcribed records. Follow up invoices with the transcriber and ensure are paid within 30 days. 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 about all aspects of the work. Manage and lead 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. Address enquiries and provide advice and guidance on asset allocation and control.

<u>ENQUIRIES</u>	:	Technical enquiries: Ms PN Shandu Tel No: (012) 315 7602 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can be via email to: 2025/351/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 44/102</u>	:	<u>REGISTRAR'S CLERK REF NO: 2025/352/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Supreme Court of Appeal Grade 12 certificate, or equivalent qualification. An LLB degree will be an added advantage. A minimum of one-year relevant experience in general administration or court-related functions will be an added advantage. Understanding of appeal processes and petition procedures will be an added advantage. Skills and Competencies: Good administration and organizing skills, communication skills (written and verbal) computer literacy (MS Office), good interpersonal and public relations skills, ability to work under pressure and solve problems, numerical skills. Accuracy and attention to detail and customer service orientated.
<u>DUTIES</u>	:	Render efficient and effective support service to court. Attend to all stakeholder enquiries and correspondence. Ensure proper filing and safekeeping of all court records. Proper administration and filing of appeal and applications for leave to appeal. Perform general administration duties.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms S.R Basson Tel No: (051) 492 4623 HR Related Enquiries: Ms N, De La Rey/Ms D.S.J Peters Tel No: (051) 492 4523
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to: 2025/352/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals.