

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998 and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.



<u>APPLICATIONS</u>	:	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 Division of the High Court/Supreme Court of Appeal: 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.
		KwaZulu-Natal Division of the High Court: 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/Division of the High Court: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town
<u>CLOSING DATE</u>	:	30 January 2026
<u>NOTE</u>	:	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

OTHER POSTS

<u>POST 01/95</u>	<u>LAW RESEARCHER REF NO: 2025/372/OCJ</u>
<u>SALARY</u>	: R468 459 – R551 894 per annum (Level 09). The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	: KwaZulu-Natal Division of The High Court, Durban Applicants should be in possession of a minimum of an LLB degree at NQF level 8; A minimum of two (2) years in the relevant field; Superior Court or litigation experience will be an added advantage; A valid driver's license will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. 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. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<u>DUTIES</u>	: Provide support and legal research functions for the Judges and other court officials. Prepare and compile legal opinions. Provide support with drafting of clear, consistent and comprehensive judgements. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation. Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Assist court personnel with research related queries as assigned. 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: Mrs K Marais Tel No: (031) 492 5562
<u>APPLICATIONS NOTE</u>	: HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1721 : Applications can be sent via email to: 2025/372/OCJ@judiciary.org.za : OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 01/96</u>	<u>SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: 2025/373/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 REQUIREMENTS</u>	: National Office: Midrand : Applicants should be in possession of a three-year National Diploma or equivalent qualification in Risk Management Business Continuity management

or Public Management on NQF Level 6 (360 Credits) and related qualification on NQF level 6. A minimum of two (2) year experience in Enterprise Risk Management/Business Continuity management. Applicants must be members of the Institute of Risk Management South Africa (IRMSA). A Certified Risk Management practitioner certificate will be an added advantage. Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Public Sector Risk Management Framework, Risk Appetite and Tolerance framework, Understanding of the enterprise risk management methodology, King reports, Treasury Regulations, Public Service Act, Fraud and Corruption Legislative Framework, Compliance Risk Management, Business Continuity Management. No criminal record, a valid driver's license. Knowledge and Skills: Planning and organizing, Presentation and communication, Facilitation. Client orientation and customer focus, Problem solving and analysis, Service delivery innovation, Programme and Project management. Conflict management. Research analysis and methodology. Operational knowledge of MS Office (Word, Excel and Outlook) and knowledge of the risk management solution. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Assist in preparing, reviewing and updating the Risk Management governance documents. Coordinating the operational risk assessments for the Department (identification, evaluation and mitigation measures). To assist in the evaluation and improve the effectiveness and efficiency of risk management practices including the utilization of the risk management system. Facilitate the embedding of Risk Management culture in the organisation. Assist in the implementation of business continuity management processes to ensure that the culture of continuity is embedded across the OCJ. Assist in monitoring and reporting on the progress on the implementation of the mitigation plans. Provide administration support in the RM Unit.

ENQUIRIES : Technical Related: Ms. V. Sevule Tel No: (010) 493 2509

APPLICATIONS : HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 8771

NOTE : Applications can be sent via email to: 2025/373/OCJ@judiciary.org.za

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

POST 01/97 : **JUDGE'S SECRETARY REF NO: 2025/374/OCJ (X3 POSTS)**

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

CENTRE REQUIREMENTS : Supreme Court of Appeal: Bloemfontein

Applicants should be in possession of a Grade 12, a minimum of one year secretarial experience. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law degree will serve as an added advantage (results must accompany the application). Secretarial experience in a legal/court environment will serve as an added advantage. Shortlisted candidates will be required to pass a typing test. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Provide general secretarial/administrative duties to the judge. Typing (or formatting) of draft memoranda decisions, opinions or judgment entries written by, or assigned by the judge. Manage and type correspondence, judgments and orders for the judge (including dictaphone typing). Arrange and diarise appointments, meetings and official visits. Make travel and accommodation arrangements. Store, keep and safeguard all case files and update the case files with the order made by the judge. Update files and documents and provide copies of documents to the registrar. Perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Accompany the judge to court. Manage the judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the judge as necessary including expense reports, financial disclosure statements and case management. Arrange refreshments for the judge and his/her visitors and attend to their needs. Manage the judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.

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

<u>APPLICATIONS</u>	HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
<u>NOTE</u>	Applications can be sent via email to: 2025/374/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 01/98</u>	<u>HUMAN RESOURCE CLERK REF NO: 2025/375/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>	KwaZulu Natal Local Division of The High Court: Durban Applicants should be in possession of a Grade 12 certificate or equivalent qualification, no experience required. a three-year National Diploma in Human Resource Management or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA will serve as an added advantage. Introduction to PERSAL Certificate will serve as an added advantage. Skills and Competencies: Knowledge of PERSAL system, knowledge and understanding of the legislative framework governing the Public Service, Communication skills (verbal and written), Administration skills, Planning and organizing skills, Computer skills, Time management skills, Basic numeracy skills, Interpersonal relations and Typing skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements
<u>DUTIES</u>	Facilitate administration of recruitment, selection and appointment processes with the province, provide administrative support service, Provide support to conditions of service, Provide administrative support for PMDS, Provide support to Human Resource records management. Implementation of Transactions on PERSAL system in respect of appointments, Injury on duty, Long service recognitions, pensions, transfers, Housing allowance, performance management, Training and Service termination.
<u>ENQUIRIES</u>	Technical Related: Mrs K Marais Tel No: (031) 492 4699 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	Applications can be sent via email to: 2025/375/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 01/99</u>	<u>ADMINISTRATION CLERK (CRT) REF NO: 2025/376/OCJ</u>
<u>SALARY</u>	R228 321 - R268 950 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	Free State Division of The High Court Applicants should be in possession of Grade 12 certificate or equivalent qualification (NQF 4). Operational knowledge in operating a CRT Machine will be an added advantage. A valid driver's license. Must be willing to travel. 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>	Perform digital recording of court proceedings and ensure integrity of such documents, including at circuit court. Maintenance of criminal record books and charge sheets, writing and tracing of summonses and writing of witness fees books. Completion and issuing of committal warrant of arrests. Provide administrative support in general court and case flow management. Completion of case documents (charge sheet) and other court documents. Document scanning and data capturing. Provide any administrative support as required by the judiciary, court manager and or supervisor.
<u>ENQUIRIES</u>	Technical Related: Mr S.P Mathibeli Tel No: (051) 492 4623 HR Related Enquiries: Ms D. Peters Tel No: (051) 492 4523
<u>APPLICATIONS</u>	Applications can be sent via email to: 2025/376/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<u>POST 01/100</u>	<u>SECRETARY REF NO: 2025/377/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>	Western Cape Provincial Service Centre Applicants should be in possession of a minimum of a Grade 12 certificate or equivalent qualification. The following will be considered as added advantage:

<p>Secretarial qualification or equivalent, experience in secretarial and office management, valid driver's license. Knowledge and experience in the Human Resource environment. Shortlisted candidates may be subjected to a test in order to demonstrate their typing and computer 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.</p>	
<u>DUTIES</u>	: Administer an online and physical diary of the Director: Court Operations, manage information and data on behalf of the Director: Court Operations, Plan and schedule day-to-day tasks of the Director, Court Operations, Manage telephone calls and convey messages. Organize meetings/workshops/conference and functions, draft coherent submissions, executive reports, memorandum and letters, Type and edit correspondence, receive and attend to visitors, Serve refreshments to visitors and/or at identified meetings as indicated by the Director: Court Operations, handle travel arrangements / accommodation, flights tickets, subsistence and travel claims, money exchange and other tasks as directed by the Director: Court Operations, accompany/attend meetings with the Director: Court Operations and compile minutes and reports.
<u>ENQUIRIES</u>	: Technical Related: Ms RM David Tel No: (021) 469 4003
<u>APPLICATIONS</u>	: HR Related Enquiries: Mr SD Hlongwane Tel No (021)- 469 4032
<u>NOTE</u>	: Applications can be sent via email to: 2025/377/OCJ@judiciary.org.za
<u>OCJ will give preference to candidates in line with the departmental Employment Equity goals</u>	
<u>POST 01/101</u>	<u>USHER MESSENGER REF NO: 2025/378/OCJ</u>
<u>SALARY</u>	: R163 680 – R192 810 per annum (Level 03) per annum. 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>	: Applicants should be in possession of Grade 12 or equivalent qualification, a minimum of one (1) year' experience. in general administration will serve as an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Good communication skills, interpersonal skills, planning and organizing skills, computer skills (Intermediate).
<u>DUTIES</u>	: Escort Judges to court and attend proceedings, call the court to session, hand exhibits and documents between the counsel and Judge, assist in person litigants with court-on-line in the courtroom and in the general office, general messenger duties inside and outside of the court, collect and distribute post, parcels, files and documents, Photocopying of documents and Judgments, assist in other administration sections during term and recess as requested by Chief Registrar and Court Manager.
<u>ENQUIRIES</u>	: Technical related enquiries, Ms N Hanekom Tel No (021) 480 2636
<u>APPLICATIONS</u>	: HR Related Enquiries: Mr S Hlongwane Tel No (021) 469 4032
<u>NOTE</u>	: Applications can be sent via email to: 2025/378/OCJ@judiciary.org.za
<u>OCJ will give preference to candidates in line with the departmental Employment Equity goals</u>	
<u>POST 01/102</u>	<u>FOOD SERVICE AID REF NO: 2025/379/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>	: KwaZulu Natal Division of The High Court: Pietermaritzburg
<u>REQUIREMENTS</u>	: Applicants should be in possession of ABET (NQF level 2) or equivalent qualification. Experience in a hospitality environment will serve as an added advantage. Knowledge and Skills: Knowledge of relevant legislation. Good Interpersonal skills, Good Communication skills (verbal and written), Planning and organizing skills, Problem solving and analysis, Time management, Client Orientation and Customer focus, Decision making skills, Listening 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>	: Effective cleaning services. Render household duties. perform client satisfaction surveys and plate waste studies in line with the SOP for food services. Unpack of provisions into fridges, freezers and storage arrears. Clean

kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Remove garbage disposal. Render household duties. Prepare food, snacks and beverages (water, tea, coffee, milk, sugar and cold drinks). Set up 79 and convey crockery, cutlery and equipment to dining areas. Serve food, beverages and wash dishes. Control food supplies and report waste and losses. Perform client satisfaction surveys and plate waste duties in line with the SOP for food services. Ensure serviceability of equipment and report any defects or shortage. Set tables including decoration. Ensure only authorized personnel have access to the kitchen and consume meals. Apply safety measures in the work environment. Adhere to elementary control measures and standard operating procedures. Remove all kitchen waste. Wash the freezer to ensure clean packing of food. Pack supplies received in the food storage areas.

ENQUIRIES

: Technical Related: Mr MN Zondi Tel No: (033) 343 8211
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS

NOTE

: Applications can be sent via email to: 2025/379/OCJ@judiciary.org.za
OCJ will give preference to candidates in line with the departmental Employment Equity goals.