

OFFICE OF THE CHIEF JUSTICE

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



APPLICATIONS : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Gauteng/Land Court 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.

CLOSING DATE : 06 February 2026

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, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> 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

MANAGEMENT ECHELON

<u>POST 02/84</u>	:	<u>CHIEF DIRECTOR: EXECUTIVE SUPPORT AND INTERGOVERNMENTAL RELATION REF NO: 2025/380/OCJ</u> (12 Months Fixed Term Contract)
<u>SALARY</u>	:	R1 494 900 - R1 787 328.per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Applicants should be in possession Bachelors Degree (NQF Level 7) as by SAQA in Public Administration / Management / Business Administration / Management or equivalent. An LLB qualification and proven research capabilities will be an added advantage. The applicant should have a minimum of 5 years experience at senior management level. Experience in executive support or strategic management either in public or private sector. Successful completion of the Public Service SMS pre-entry Certificate (Nyukela Certificate) as endorsed by the National School of Government is a prerequisite for appointment. Proven ability to draft and quality control highly complex policy documents and legal instruments. An understanding of the South African legal system. Extensive knowledge of the functioning of an executive office and related administrative systems. Organizational ability and analytical acumen. Advanced research and writing skills. Advanced knowledge of the application of MS Office applications. Ability and willingness to travel often and work long hours. A valid driver's license. The candidate need to meet the requirements for a top secret security clearance. Attributes: Self-driven. Display initiative. Ability to meet strict deadlines and to work under pressure. A sense of attention to detail. Excellent communication skills (written and verbal). Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Honesty and integrity. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management.
<u>DUTIES</u>	:	Strategic management and oversight of Units and resources attached to the Secretary General's office. Management of Governance structures. Provide technical, administrative and secretariat support services. Provide technical and administrative support on matters pertaining to Parliament, Cabinet, Departmental and Portfolio Committees, as well as other relevant committees and structure such as FOSAD, G&A cluster. Maintain PSA and PFMA delegation register (delegations are developed by the assigned officials i.e. CFO and Head of Corporate Services). Facilitate stakeholder engagement and participation. Manage and facilitate the provision of institutional internal control and compliance services. Manage risk and comply with audit requirements. Manage human and financial resources of the Chief Directorate according to departmental prescripts. Provide strategic leadership for the overall functioning and performance of the Chief Directorate to ensure targets are met.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms P Mpe Tel No: (010) 493 2500/2524
<u>APPLICATIONS NOTE</u>	:	HR related enquiries: Ms P Mpe Tel No: (010) 493 2500/2524 Applications can be sent via email to: 2025/380/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals.

OTHER POSTS

<u>POST 02/85</u>	:	<u>ASSISTANT DIRECTOR: JSC REF NO: 2025/381/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 REQUIREMENTS</u>	:	National Office, Midrand
	:	Applicants should be in possession of an LLB degree or a four-year recognized legal qualification. A valid driver's license. A minimum three (3) years' relevant legal experience in the judicial regulatory environment. An understanding of the functioning of Commissions or Tribunals would be an added advantage. Candidates must demonstrate in-depth knowledge of the Judicial Service Commission Act, 1994 and the Code of Judicial Conduct. Skills and Competencies: Report writing and editing skills, legal research and analytical skills, Project Management, Planning and organizing, Accuracy and paying attention to detail, Communication skills, Computer literacy, Excellent interpersonal skills, Ability to work under pressure and independently. Problem solving skills, Administration skills. Willingness 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>	:	Rendering support to the Judicial Service Commission and its Committees, Receiving and attending to complaints against Judges, maintaining a register of complaints lodged against Judges, Consulting with the State Attorney and Advocates on Litigation matters Maintaining of stakeholder relations with referral institutions Provide research and legal assistance to the Unit, Assist with any relevant ad hoc tasks within the Unit.
<u>ENQUIRIES</u>	:	Technical enquiries Mr N Phakola Tel No: (010) 493 2580
<u>APPLICATIONS NOTE</u>	:	HR enquiries: Mr A Khadambi Tel No: (010) 493 2619
	:	Applications can be sent via email to: 2025/381/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 02/86</u>	:	<u>JUDGE SECRETARY REF NO: 2025/382/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 REQUIREMENTS</u>	:	Land Court (Durban)
	:	Applicants should be in possession of a Grade 12 certificate, a minimum of one (01) year secretarial experience or as an office assistant in a legal environment. A valid drivers' license, LLB degree or minimum of 20 modules completed towards an LLB, NA/Bcom Law degree will serve as an added advantage, and results must accompany the application. 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. 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>	:	Ensure attendance and screening of all incoming and outgoing calls. To ensure that judgments are typed, and correspondences are appropriately captured and saved in the correct locations and safeguarded; Provide general secretarial / administrative duties to the Judge. Arrange and diarize appointments, meetings, official visits and make travel and accommodation arrangements. etc; Perform digital recording of court proceedings urgent court after hours and ensure integrity of such recordings, store, keep and file court records safely: after a case has been completed and opinion, decision or judgment entry released, returns case file to the Registrar; Accompany the Judge to the court 37 and circuit courts; ensure that the register/template for the reserved judgments is updated timeously and that the Statistics Officer is notified when judgment remains outstanding and/or has been handed down, Cooperate with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court; Management of Judge's vehicle and logbook; compile data and prepares reports and documents for assigned judges as necessary, including expenses reports, continuing legal hours, financial

disclosure statement, and case management; Arrange receptions for the Judge, and his visitors and attend to their needs; To remind the Judge of invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that stats are submitted to the Statistical Officer timeously. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Office. Management of Judge's Library and updating of loose-leaf publications; Ensure that the Judge's stationery is ordered and collected; Execute Legal research as directed by the Judge. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and Computer literacy (MS Word) and including Dictaphone typing, Confidentiality and time management. Comply with departmental policies and prescripts and procedures or guidelines.

ENQUIRIES

- : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316
- : HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- : Applications can be sent via email to: 2025/382/OCJ@judiciary.org.za
- : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 02/87

- : **JUDGE SECRETARY REF NO: 2025/384/OCJ (X2 POSTS)**

SALARY

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

CENTRE REQUIREMENTS

- : Land Court: Randburg
- : Applicants should be in possession of a Grade 12. A minimum of one (01) to two (2) years secretarial experience. A valid driver's license. An LLB Degree, Bachelor of Law Degree or a minimum of 20 modules completed towards an LLB, BA or Bachelor of Law Degree will serve as an 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. 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

- : Ensure attendance and screening of all incoming and outgoing calls. Ensure that appointments and meetings of the Judge are diarized. Ensure that the judgments are typed and filed when delivered. Ensure that Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library. Ensure that all visitors are received, screened and their queries are attended to. Ensure that all incoming and outgoing documents are recorded and filed. Ensure that stationery for the Judge is ordered and collected. Ensure that before the commencement of a Criminal matter the file/s are collected from the Registrar's office at the Criminal section and be made available to the Judge. Ensure that the register of reviews is up to date and signed on receipt and return of the reviews to the review Clerk. Ensure that the register/template of the reserved judgement is updated and notifying the Statistics Officer as well as the office of the Judge President when judgment has been handed down. Ensure that the transcribed judgements from transcribers reach the Judges for approval and signature. Prepare court rolls (when the Senior Judge allocated matters to the Junior Judges) for Opposed Motion and Urgent Court and distribute to stakeholders. Ensure that the Heads of Arguments from various stakeholders (Legal Practitioners and In- person Litigants) are made available to the Judge as per the filing that was done. Inform all parties involved via email and or telephonically of time and date when Judgments and Reserved Judgements will be handed down. Ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings. Ensure that all stakeholders involved are present in court before commencement of proceedings. Ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters. Record the outcome of each matter. Before end of proceedings to verify that each matter

on the roll has been called and is furnished with an outcome. Ensure that the correct Oath ID or declaration is administered in court, when required. Ensure that in the Criminal Court exhibits are handled, controlled and noted professionally. Prepare an exhibit bundle during and after court proceedings whereby exhibits are flagged and marked as per the Judges instructions. Ensure that the correct order is endorsed on the file, on Court Online and or on Case-lines after it is granted by Judge in court. Ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. Ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer. Ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle. Remind Judge of the invoices so that the submission of the S&T claims can be processed. Ensure the submissions of Cell phone and 3G data claims for process purposes. Ensure that court roll/s is submitted to the Statistical Officer. Ensure that all updates on the loose leafs in the Judges library are attended to (in dispute).

ENQUIRIES : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316
APPLICATIONS : HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
NOTE : Applications can be sent via email to: 2025/384/OCJ@judiciary.org.za
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POST 02/88 : **REGISTRAR (OSD) REF NO: 2025/383/OCJ**

SALARY : R324 579 – R1 111 323 per annum (MR3-MR5). 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.

CENTRE REQUIREMENTS : Land Court: Randburg
Applicants should be in possession of an LLB Degree or Four (04) year legal qualifications. a valid driver's license. A **MR3**: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4**: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5**: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). 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. 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 : Issue writ if execution (Rule 45). Ensure accuracy of all orders issued under my control in the section. Determine whether pleadings/processes comply with the court rules. 100% Taxing of assigned bills of cost – by hearing arguments from the parties and applying discretion and knowledge to the reasonable of litigation costs. Deal with and finalize taxation reviews (Rule 48). Fixing Security for costs (Rule 47). Participation in Legal Training. Convene monthly sectional meetings. Resolve Presidential Hotline queries and chapter 9 institution enquiries. Giving effect to all instructions made be JP, DJP, Judges and Court Manager. Review court rules practice manual and in house directives in conjunction with the Judge President. Ensure production of Court Rolls and the record keeping. Ensure 100% safekeeping of case records and delivery of files and appeal records to judges on time. Analyses statistical data to assess trends and devise strategies to address identified risk factors. Gather and collate statistical data. Manage the collation of statistics and keeping summary of weekly statistics. Managing and safeguarding court files. Provide information on legal proceedings and requirements of the courts. no legal advice to be given. Executing Registrar delegations. Attend to enquiries on section in person/telephonically/electrically. Facilitate Stakeholders meetings. In office liaison and attend to enquiries of the section. Ensure prompt answering of telephone calls in section. Ensure effective risk management. Attend to complaints received or unsatisfactory service. Provide support and monitor the resolution of audit queries findings and report. Ensure compliance with the Leave policy. Ensure that leave planning take in to account the reporting

obligations within each section. Submit leave plan for the section per annum. Ensure that the time frames for submission of leave forms are complied. Ensure that planned leave is submitted 5 days prior to commencement of leave and reporting. Ensure that sick leave is submitted within 5 days of taking leave. Submit attendance registers to Human Resources office for verification against PERSAL. Maintain a register of all correspondence/ enquiries received where on the date of receipt and brief nature etc. is recorded. Nominate officials for training. Check physical section and work of the sub-ordinates under your control. Prompt application of disciplinary measures for non-compliant subordinates. Implement consequence management where persistent non-compliance is identified. Coordinate completion and submission of performance agreement/ job description and assessment of official's performance in accordance with PDMS policy.

ENQUIRIES

: Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316

APPLICATIONS

: HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE

: Applications can be sent via email to: 2025/383/OCJ@judiciary.org.za
OCJ will give preference to candidates in line with the departmental Employment Equity goals.

POST 02/89

: **ADMINISTRATION CLERK (DRCS) REF NO: 2025/385/OCJ**

SALARY

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

CENTRE

: Land Court: Randburg

REQUIREMENTS

: Applicants should be in possession of a grade 12 (NQF4) certificate or equivalent. No previous experience required and valid Driver's License. Skills and Competencies: Good Communication skills (written and Verbal) Good Administration and Organizational skills; Customer service skills and ability to work under pressure; good interpersonal and public relations. Team work. The following will serve as an added advantage: court administration or court related functions with regard to court recordings. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment methods to determine the candidate's suitability based on the posts' technical and generic requirements.

DUTIES

: Check the readiness of the court prior the court proceedings. Test the CRT machine (Circuit court and local court) and reports all faults detected on the machine. Capture cases set down on the CRT machine and the court book/J406. Pre- schedule the cases prior to commencement of the court proceedings. Record court proceedings as per the level of court. Add parties details per court appearance and add related annotations for the case type in session. Pause and resume the recorder during court session breaks, and stop at the end of the day. Set up and operate the equipment for testifying in the Children's court. Annotate all the postponed cases. Conduct regular backups of data and transfer court recordings at the end of the week. Utilize the headphones to monitor accurate recording of the court proceedings. Attend to request for playback to verify court orders and download to CD/USB. Retrieve and download cases on request. Playback the court recording to detect any discrepancies on the recordings. Inform the Judge immediately when discrepancies are detected. File and check audio CD's in the strong room/Court Recording Technology office. Submit work performed at the circuit court immediately upon arrival. Update backups of audio CD's. Download CD's for transcription for the running record. Attend to queries relating to court recordings. Arrange own travelling to circuit courts in advance.

ENQUIRIES

: Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316

APPLICATIONS

: HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

NOTE

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POST 02/90

: **HANDYMAN REF NO: 2025/386/OCJ**

SALARY

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

CENTRE

: Land Court: Randburg

REQUIREMENTS

: Grade 10, ABET level 3 or recognized trade certificate. A minimum of (01) year experience in the relevant field. 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 physically healthy. Experienced driving capabilities.

DUTIES : 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. 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. Accompany landlord and contractors during repairs/maintenance. Record inspection done on infrastructure. Keep all records of all maintenance done at the national office.

ENQUIRIES : Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

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