

## 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

: **Constitutional Court: Braamfontein/ Judicial Support Services:** 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.

**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.

**Gauteng:** 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.

**Eastern Cape/Bhisho/Mthatha:** 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.

**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.

**North West/ Mmabatho/Provincial Service Centre:** 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, Mmabatho.

CLOSING DATE  
NOTE

: 06 March 2026

All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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. 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 of the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

#### OTHER POSTS

<b><u>POST 06/55</u></b>	<b><u>CHIEF REGISTRAR REF NO: 2025/405/OCJ</u></b>
<b><u>SALARY</u></b>	R586 956 – R 1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation determination (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience
<b><u>CENTRE REQUIREMENTS</u></b>	Eastern Cape Division of The High Court: Mthatha Applicants should be in possession of an LLB Degree or a Four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' appropriate post qualification legal experience as a Registrar. A valid driver's license. An LLM Degree 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. 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: Computer literacy; Excellent communication skills (verbal and written). Report writing skills; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organising and Control; Problem solving and decision-making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self-management. 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.
<b><u>DUTIES</u></b>	Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input on amendments of Court rules and Practice Directives to improve efficiency at the High Court; Implement directives issued by the Judge President; Manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case Flow Management Framework at the High Court and reporting; Compile training manuals and provide training to Registrars and support staff. Stakeholder Management; Human Resources Management; Court and Case-flow Management/ Quasi-Judicial Functions; Manage Service Level Agreement Framework and Managing Strategic Court Efficiency Projects and Best Practices; Information and Case/ Court Documentation Management System; Safeguard case records in accordance with prescripts; Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in

<b><u>ENQUIRIES</u></b>	order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.
<b><u>APPLICATIONS</u></b>	Technical /HR enquiries: Mr S Mponzo Tel No: (043) 726 5217
<b><u>NOTE</u></b>	Applications can be sent via email at <a href="mailto:2025/405/OCJ@judiciary.org.za">2025/405/OCJ@judiciary.org.za</a>
	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 06/56</u></b>	
	<b><u>OFFICE MANAGER IN THE OFFICE OF THE JUDGE PRESIDENT REF NO: 2025/404/OCJ</u></b>
<b><u>SALARY</u></b>	R468 459 - R551 823 per annum (Level 09), (The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	Free State Division Of The High Court Applicants should be in possession of a. three-year National Diploma/Degree in Office Administration/Management or relevant qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of three (3) years' relevant experience in an office administration environment. A valid driver's license. An LLB degree will be an added advantage. Managerial/supervisory experience in the legal field will be an added advantage. Skills and Competencies: Knowledge of office management responsibilities, systems and procedures. Excellent communication skills (verbal and written). Ability to interpret the law. Legal writing/drafting /legislative drafting skills. Knowledge of electronic information resources and online retrieval. Strong leadership and management capabilities. Computer literacy (MS Office). Report writing skills. Presentation skills. Problem solving and decision-making skills. Interpersonal relations. Organisational skills and the ability to multitask. Ability to work long hours and under pressure. Meticulousness.
<b><u>DUTIES</u></b>	Manage the office of the judge president. Support the judge president in communication with all stakeholders. Management and supervision of judges' support staff and operations. Oversee the administration within the Office of the Judge President and follow up on the judge president's instructions to ensure prompt execution by relevant operational units at the court. Liaise with all stakeholders in the department, Heads of Court, senior managers, judges, national office, legal professional bodies and other stakeholders with regard to matters emanating from the Office of the Judge President and channel communication to both internal and external stakeholders. Prepare presentations and briefing notes for the judge president and disseminate complex information to all relevant stakeholders. Compile, analyse and report progress on a monthly/quarterly basis. Compile all letters, reports, memoranda and presentations. Ensure tracking of timeframes to enable compliance with various deadlines. Manage all the logistical arrangements for the judge president's meetings. Coordinate the submission of meeting reports and circulate thereafter. Provide secretariat support in meetings chaired by the judge president. Ensure the correct application of regulations, resolutions, policies or any other legal source. Execute any duties assigned by the Judge President or a Judge designated by the Judge president.
<b><u>ENQUIRIES</u></b>	Technical related enquiries: Mr. L.J Kolosa Tel No: (051) 492 4523
<b><u>APPLICATIONS</u></b>	HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4523
<b><u>NOTE</u></b>	Applications can be sent via email at <a href="mailto:2025/404/OCJ@judiciary.org.za">2025/404/OCJ@judiciary.org.za</a>
	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 06/57</u></b>	
	<b><u>STATISTICAL OFFICER REF NO: 2025/406/OCJ</u></b>
<b><u>SALARY</u></b>	R397 116 – R467 790 per annum (Level 08), (The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	KwaZulu- Natal Division of The High Court: Durban Applicants should be in possession of a. National Diploma in Statistics/ Mathematics/ Economics/ Econometrics/ equivalent qualification at (NQF level 6) with 360 credits as recognised by SAQA. A minimum of two years working. experience in a statistical environment. Shortlisted candidates will be required to take a pre, entry technical test. A driver's license and experience in a court environment will be added, advantage, Skills and Knowledge: Knowledge and understanding of the legislative framework, governing the public service, Knowledge of working procedures in terms of the working, environment, Knowledge of relevant policies and strategies Excellent Communication skills, (written and verbal), good presentation/facilitation skills, sound interpersonal

skills, Problem, solving and analysis skills. Decision making skills, Computer literacy skills, Planning and, organizing skills, Numerical skills, Statistical analysis and Report writing 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.

**DUTIES** : Collate, analyze, interpret statistics and advise management on findings. Apply standing instructions, policies, and procedures/guidelines for the interpretation of data. Analyse data by identifying trends and patterns specific to the Region. Process information and data received. Package the analysed data as per requirements. Update and assure quality information input on database. Maintain database which contains various datasets. Coordinate training of data collectors and the development of training manuals. Develop and review collection guidelines and training manuals. Develop training plans and standardized training manuals for data collection. Perform detailed analysis and interpretation of statistical data Coordinate training in data processing procedures. Coordinate the development of training manuals. Administer data collection instruments and surveys within the Region. Consolidate data provided by the Judges' secretaries and Registrars. Verify and quality check the data provided. Ensure to follow-up on any outstanding data. Establish channels for the collection of data within the Region. Conduct Verification of Quasi - Judicial files and Judiciary information validation of monthly, quarterly and annual figures. Verify Quasi-Judicial files against the tool. Verify the court rolls against the information provided on the judges' secretary's tool, Verify the Reserve Judgements files against the tool.

**ENQUIRIES** : Technical related enquiries: Mrs K Marais Tel No: (031) 492 4699  
HR Related enquiries: Ms SZ Mvuyana Tel No. (031) 493 1723

**APPLICATIONS** : Applications can be sent via email at [2025/406/OCJ@judiciary.org.za](mailto:2025/406/OCJ@judiciary.org.za)

**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 06/58** : **JUDGE'S SECRETARY REF NO: 2025/407/OCJ**  
(One (1) Year Contract)

**SALARY** : 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.

**CENTRE REQUIREMENTS** : Constitutional Court: Braamfontein  
Applicants should be in possession of a. A Grade 12 Certificate (NQF4). A Minimum of 2 years secretarial experience or as an office assistant. A valid Driver's license. Knowledge of Case-lines, Court Online. Communication skills (verbal and written), Administration skills, Planning and Organizational skills, Exceptional Interpersonal skills, Ability to meet strict deadlines , To work under pressure, Attention to detail, Customer service skills, Excellent Typing skills including Dictaphone typing, Ability to Maintain Confidentiality, Time Management skills, Proficiency in Microsoft Office Programs, Research capabilities, Problem solving, Good Judgment and Decision-Making skills, Proficiency in English.

**DUTIES** : Provide Secretarial support to the Judiciary. 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 correspondences are filed accordingly in the right sections. Ensure that signed Judgments and orders handed down in court or virtually are sent to the Typist and the Library (Judgments only). 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. Provide support functions to Civil, Criminal and Review matters/courts and case allocations in chambers. Ensure that the court files are ready and Judge has all the documents in the file on time as per duty roster. Ensure that all files received from various section(s) are verified by the Registrar of that section. 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 judgement has been handed down. Ensure that the transcribed judgements from transcribers reach the Judges for approval and signature. Prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. Ensure that the Heads of Arguments from various stakeholders and received filled and verified. Inform all parties involved via email or telephonically of time and

date when reserved judgements will be handed down. Provide support functions to civil / criminal courts (main court and circuit courts). Ensure that the bench book of the Judge is prepared and files are in court before the commencement of court proceedings. Ensure that all stakeholders involved are present in court before commencement of proceedings. Ensure that all cases are called and recorded as per the court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. Ensure that the correct Oath ID or declaration is administered in court when required. Ensure that the exhibits are handed, controlled and noted professionally and captured accordingly. Ensure that the correct order is endorsed on the file and or on Case-lines after it is granted by Judge in Court. Provide administrative support to the Judiciary. 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 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

**ENQUIRIES** : Technical related enquiries: Ms. Z Sondlo Tel No: (011) 359 7400/7458

**APPLICATIONS** : HR Related enquiries: Ms. K Mokgatle Tel No: (011) 359 7400

**NOTE** : Applications can be sent via email at [2025/407/OCJ@judiciary.org.za](mailto:2025/407/OCJ@judiciary.org.za)

**The Organisation will give preference to candidates in line with the Employment Equity goals.**

**POST 06/59** : **SECRETARY TO THE DIRECTOR: COURT OPERATIONS REF NO: 2025/408/OCJ**  
Re advertisement, Candidates who previously applied are encouraged to re-apply.

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

**CENTRE REQUIREMENTS** : North West Provincial Service Centre  
Applicants should be in possession of a Grade 12 certificate; no experience is required. Matric or equivalent. No experience required. A 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, intermediate typing skills, Creative and analytical thinking, good grooming and presentation. 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 a secretariat/receptionist support service to the manager (DCO). Provide a clerical support service to the manager (DCO). Provide support to the manager (DCO) regarding meetings. Remain up to date with the prescripts/policies and procedures applicable to the work terrain.

**ENQUIRIES** : Technical Related Enquiries: Ms. L Makula Tel No: (018) 397 7064/7004

**APPLICATIONS** : HR Related Enquiries: Mr OPS Sebapatsa Tel No: (018) 397 7064/7004

**NOTE** : Applications can be via email to: [2025/408/OCJ@judiciary.org.za](mailto:2025/408/OCJ@judiciary.org.za)  
OCJ will give preference to candidates in line with the departmental Employment Equity goals.

**POST 06/60** : **ADMINISTRATION CLERK (DRCS) REF NO: 2025/409/OCJ**

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

**CENTRE REQUIREMENTS** : North West Division of The High Court: Mmabatho  
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. 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** : 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/HR Related Enquiries: Mr OPS Sebapato Tel No: (018) 397 7064/7004

**APPLICATIONS**  
**NOTE** : Applications can be sent via email to: [2025/409/OCJ@judiciary.org.za](mailto:2025/409/OCJ@judiciary.org.za)  
OCJ will give preference to candidates in line with the departmental Employment Equity goals.

**POST 06/61** : **ASSISTANT LIBRARIAN REF NO: 2025/410/OCJ**

**SALARY** : R228 321 - R268 950 per annum (Level 05). 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 certificate; no experience is required. Matric or equivalent Relevant experience will be an added advantage. Knowledge of library and information science matters, prescripts, legislation, procedures and processes and library services. Experience in a legal / law library will serve as an added advantage. A three (3) year National Diploma/Degree in Library Science, Information Science or equivalent qualification will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Customer service oriented. Administrative and organizational skills. Accuracy and attention to detail. Problem solving skills and ability to work under pressure. Flexible and reliable. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment. 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 the Librarian to perform all aspects relating to the library's operations. Assist with classifying and cataloguing. Assist with tracking of library collections. Assist with annotations and updating of legislation. Circulation of legislation (Journals and Government Gazettes). Verify orders and file the library materials accordingly. Continuously review library collections for duplicate, obsolete or suspended materials. Keep and maintain library registers. Conduct annual stock taking. Perform any other library administrative duties.

**ENQUIRIES** : Technical related enquiries: Ms Z. Gxabuza Tel No: (051) 492 4588  
HR Related enquiries: Ms D.S.J Peters Tel No: (051) 492 4573

**APPLICATIONS**  
**NOTE** : Applications can be submitted via email at [2025/410/OCJ@judiciary.org.za](mailto:2025/410/OCJ@judiciary.org.za)  
The Organisation will give preference to candidates in line with the Employment Equity.

**POST 06/62** : **TYPIST REF NO: 2025/411/OCJ**

**SALARY** : R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Eastern Cape Division of The High Court: Bhisho

<b><u>REQUIREMENTS</u></b>	: Applicants should be in possession of a Grade 12 certificate; no experience 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. 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. 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.
<b><u>DUTIES</u></b>	: 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. Send all judgments provided to the typing unit, in the required format, to the elected person (for reporting purposes on Saflii).
<b><u>ENQUIRIES</u></b>	: Technical enquiries/ HR enquiries: Mr S Mponzo Tel No: (043) 726 5217
<b><u>APPLICATIONS</u></b>	: Applications can be via email to: <a href="mailto:2025/411/OCJ@judiciary.org.za">2025/411/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	: The Organisation will give preference to candidates in line with the Employment Equity.
<b><u>POST 06/63</u></b>	: <b><u>TYPIST REF NO: 2025/412/OCJ</u></b>
<b><u>SALARY</u></b>	: R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	: North West Division of The High Court: Mmabatho
	: Applicants should be in possession of a Grade 12 certificate; no experience 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. 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. 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.
<b><u>DUTIES</u></b>	: 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. Send all judgments provided to the typing unit, in the required format, to the elected person (for reporting purposes on Saflii).
<b><u>ENQUIRIES</u></b>	: Technical/HR enquiries: Mr OPS Sebapatso Tel No: (018) 397 7064/7004
<b><u>APPLICATIONS</u></b>	: Applications can be via email to: <a href="mailto:2025/412/OCJ@judiciary.org.za">2025/412/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	: The Organisation will give preference to candidates in line with the Employment Equity.

<b><u>POST 06/64</u></b>	:	<b><u>USHER MESSENGER REF NO: 2025/413/OCJ</u></b>
<b><u>SALARY</u></b>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Gauteng Division of The High Court: Johannesburg Applicants should be in possession of ABET or (Equivalent qualification at NQF level 4), Grade 12 or equivalent qualification will be an added advantage. No experience required. A driver's License will be an added advantage. 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). 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Technical/HR related enquiries, Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email to: <a href="mailto:2025/413/OCJ@judiciary.org.za">2025/413/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals.
<b><u>POST 06/65</u></b>	:	<b><u>USHER MESSENGER REF NO: 2025/414/OCJ</u></b>
<b><u>SALARY</u></b>	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Eastern Cape Division of The High Court: Mthatha Applicants should be in possession of ABET or (Equivalent qualification at NQF level 4), Grade 12 or equivalent qualification will be an added advantage. No experience required. A driver's License will be an added advantage. 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). 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries/ HR enquiries: Mr S Mponzo Tel No: (043) 726 5217
<b><u>APPLICATIONS</u></b>	:	Applications can be via email to: <a href="mailto:2025/414/OCJ@judiciary.org.za">2025/414/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity.