

## 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.
- : **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.
- : **Mpumalanga Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200

**CLOSING DATE**

- : 13 March 2026

**NOTE**

- : 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. 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 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 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**

- POST 07/62** : **CHIEF REGISTRAR REF NO: 2025/415/OCJ**
- SALARY** : R586 956 – R1 386 972 per annum (MR6). The successful candidate 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.
- CENTRE REQUIREMENTS** : Supreme Court Of Appeal: Bloemfontein  
: 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' post graduate experience gained as a Registrar. Proven managerial/supervisory experience and a valid driver's license. An LLM degree will be 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: Report writing skills. Excellent communication skills (written and verbal). Numerical skills. Technical expertise. Computer Literacy (MS Office). Attention to detail. Planning, organising and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Initiative. Leadership. Professional appearance and conduct.
- DUTIES** : Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compiling of training manuals and providing of training to Registrars and Clerks. Stakeholder Management. Support Court and Case Flow Management/Quasi-Judicial functions. Manage Service Level Agreement Framework. 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 planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage staff and all HR related processes.
- ENQUIRIES** : Technical Related Enquiries: Mr. M. Ndlovane Tel No: (010) 493 2500  
: HR Related Enquiries Ms N. de la Rey Tel No: (051) 492 4523
- APPLICATIONS** : Applications can be sent via email to [2025/415/OCJ@judiciary.org.za](mailto:2025/415/OCJ@judiciary.org.za)
- NOTE** : The organisation will give preference to candidates in line with the Employment Equity goals.
- POST 07/63** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO 2025/416/OCJ**  
(24 Months Contract)
- SALARY** : R468 459 – R551 823.per annum plus 37% in lieu of benefits (Level 09). The successful candidate will be required to sign a performance agreement.

<b><u>CENTRE REQUIREMENTS</u></b>	: National Office: Midrand : Applicants should be in possession of a National Diploma in Management Services/ Operations Management/ Production Management/ relevant equivalent qualification at (NQF 6). A minimum of three (3) years' experience in Organisational Development environment of which one (1) year should be on a supervisory level and a valid Driver's License. Job Evaluation certificate. 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 technical and generic requirements. Knowledge and Skills: Understanding of the organisational development principles and procedures. Understanding of the Human Resource Management Legislation and regulatory framework. Knowledge of administrative procedures, Job Evaluation grading system, Job evaluation process and basic change management principles. Good Communication skills (written and spoken). Basic Research and analytics skills. Change Management, Presentation and People management skills. Ability to work long hours, Facilitate the development of policies. ability to work individually, in a team and under extreme pressure.
<b><u>DUTIES</u></b>	: Develop/ review and maintain sound and effective organisational structures in line with the strategic objectives. Conduct work study investigation. Conduct functional analysis and develop post establishment structure. Cost structure in line with MTEF. Compile work study report with relevant recommendations. Ensure development and review of job descriptions for all posts in the department. Benchmark and verify job descriptions with relevant clients, Manage signing-off of JDs with relevant clients. Conduct job evaluation process. Present results to the JE panel. Provide secretariat support services to the Job Evaluation Panel Committee. Contribute towards the development and review organisational development policies in line with legislative frameworks. Conduct research on the latest trends within the ambit of OD. Implement of the organisational development policies. Supervise and develop staff. Conduct organisational functionality assessment. Render business process mapping. Provide support in the development of standard operating procedures. Facilitate and implement change management strategies. Conduct analysis on the need for change management. Draft report on progress of the change management initiatives Conduct change management interventions in line with OD investigations. Coordinate management workshops for all affected stakeholders.
<b><u>ENQUIRIES</u></b>	: Technical related enquiries: Mr. E Motsuenyane, Tel No: (010) 493 2500 : HR Related enquiries: Mr A Khadambi, Tel No: (010) 493 2500
<b><u>APPLICATIONS NOTE</u></b>	: Applications can be sent via email to: <a href="mailto:2025/416/OCJ@judiciary.org.za">2025/416/OCJ@judiciary.org.za</a> : OCJ will give preference to candidates in line with the departmental Employment Equity goals
<b><u>POST 07/64</u></b>	: <b><u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO 2025/417/OCJ</u></b> (24 Months Contract)
<b><u>SALARY</u></b>	: R397 116 – R467 790.per annum plus 37% in lieu of benefits (Level 08). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE REQUIREMENTS</u></b>	: National Office: Midrand : Applicants should be in possession of National Diploma in Management Services/ Operations Management/ Production Management/relevant equivalent qualification at (NQF 6). A minimum of two (2) years' experience in Organisational Development environment and a valid Driver's License. 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 technical and generic requirements Knowledge and Skills: Understanding of the organisational development principles and procedures. Understanding of the Human Resource Management Legislation and regulatory framework. Knowledge of administrative procedures, Job Evaluation grading system, Job evaluation process and basic change management principles. Good Communication skills (written and verbal). Basic Research and analytics skills. Change Management, Presentation and People management skills. Ability to work long hours, gather and analyse information to facilitate the development of policies. ability to work individually, in a team and under extreme pressure.
<b><u>DUTIES</u></b>	: Conduct work study investigations within the OCJ. Conduct functional analysis and develop post establishment structure. Cost structure in line with MTEF. Compile work study report with relevant recommendations. Develop/ review job descriptions for all posts in the department. Advise managers on the

development and review of job descriptions. Align job purpose and KPA's with the business plans. Maintain job description database and provide report when required. Conduct research/ benchmark on the latest trends within the ambit of OD. Facilitate the signing-off of the job description. Conduct job evaluation processes. Conduct JE investigation and provide grading reports. Present results to the JE panel. Provide secretariat support services to the Job Evaluation Panel Committee. Render business process mapping. Provide support in the development of standard operating procedures. Provide support in change management interventions in line with OD investigations. Render support on the coordination of change management workshops for all affected stakeholders.

**ENQUIRIES** : Technical related enquiries: Mr. E Motsuenyane, Tel No: (010) 493 2500  
 HR Related enquiries: Mr A Khadambi, Tel No: (010) 493 2527  
**APPLICATIONS** : Applications can be sent via email to: [2025/417/OCJ@judiciary.org.za](mailto:2025/417/OCJ@judiciary.org.za)  
**NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals

**POST 07/65** : **SENIOR COURT INTERPRETER REF NO: 2025/418/OCJ**

**SALARY** : R325 101 – R382 959.per annum (Level 07). Successful candidates will be required to sign a performance agreement.

**CENTRE** : Mbombela High Court  
**REQUIREMENTS** : Applicants should be in possession of a 3-year National Diploma in Legal interpreting or relevant equivalent qualification at NQF Level 6 (360 credits) as recognised by SAQA. A minimum of one (1) year practical experience in court Interpreting. Proficiency in English and two or more indigenous language (Siswati, Xitsonga, Zulu and Sepedi). Proficiency in Afrikaans will be an added advantage, a valid driver's license. Candidates will be required to undergo an oral written language proficiency 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 technical and generic requirements.

**DUTIES** : Rendering interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions of the Judiciary, court Manager and Supervisor as and when is required.

**ENQUIRIES** : Technical Related Enquiries: Ms E Smith, Tel No: (013) 758 0000  
 HR Related Enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000

**APPLICATIONS** : Applications can sent be via email to: [2025/418/OCJ@judiciary.org.za](mailto:2025/418/OCJ@judiciary.org.za)  
**NOTE** : The organization will give preference to candidates in line with the Employment Equity goals.

**POST 07/66** : **SECRETARY, REF NO: 2025/419/OCJ**

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

**CENTRE** : Mpumalanga Provincial Service Centre  
**REQUIREMENTS** : Applicants should be in possession of a grade 12 certificate (NQF level 4). No experience required. Secretarial Certificate will be 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 technical and generic requirements. Knowledge and Skills: Knowledge of the Public Service Act and Regulations as well as the relevant public service prescripts. Knowledge and understanding of the legislative framework governing public service. Basic Departmental policies and procedures. Batho Pele principles. Communication (oral and written) skills. Computer literacy (Ms Office). Problem solving skills. Good Interpersonal relations. Planning and organising. Intermediate typing skills. Creative and analytical thinking. Customer service orientation. Telephone etiquette

**DUTIES** : Provide a secretarial/receptionist support service to the office of the DCO. Provide a clerical and administration support service to the DCO. Provide support to manager regarding meetings. Remain up to date with regard to prescripts/policies and procedures applicable to the work environment to ensure efficient and effective support to the Office of the DCO. Administer an online and

physical diary of the DCO. Manage information and data on behalf of the DCO. Draft coherent submission executive report, memorandums and letters, type and edit correspondence, accompany/attend meetings with DCO and compile minutes and reports.

**ENQUIRIES**

: Technical enquiries: Ms RS Ledwaba Tel No: (013) 758 0000  
HR related enquiries: Mr SJ Zwane/ MV Maeko Tel No: (013) 758 0000

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