

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** : Free State Division of the High Court: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- CLOSING DATE** : 20 March 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 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 08/299** : **LAW RESEARCHER REF NO: 2025/420/OCJ**
- SALARY** : R468 459 – R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State Division of the High Court: Bloemfontein
- REQUIREMENTS** : Applicants should be in possession of an LLB degree or four year recognised legal qualification; A minimum of three (3) years relevant legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license and 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: 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 Office); 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; Problem 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.
- DUTIES** : Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges and other personnel of the court. 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. Proof read 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 of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Attend to additional duties as assigned.
- ENQUIRIES** : Technical related enquiries: Mr. A. Knoetze Tel No: (051) 492 4523
HR Related enquiries: Ms D. Peters Tel No: (051) 492 4523
- APPLICATIONS** : Applications can be sent via email to: 2025/420/OCJ@judiciary.org.za
- NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals
- POST 08/300** : **ADMINISTRATION CLERK: LEGAL REF NO: 2025/421/OCJ**
- SALARY** : R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State Provincial Service Centre: Bloemfontein
- REQUIREMENTS** : Applicants should be in possession of a Grade 12 or equivalent qualification. A three-year National Diploma/Degree at NQF level 6 with 360 credits as recognised by SAQA in law will serve as an added advantage. No experience required. 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 Skills and competencies: Knowledge of Public Service legislation, prescripts and regulations. Library and information science matters, procedures and processes. Knowledge of law subjects and legal phrases. Knowledge of clerical duties, practices and ability to capture data. Knowledge and understanding of the legislative framework governing Public Service. Knowledge of Batho Pele Principles. Communication skills (verbal & written., Problem solving skills. Good public relations skills. Monitoring and analytical skills. Computer literacy

skills (MS Office). Planning and organizing skills. Report writing skills. 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.

DUTIES

: Conduct legal research for the Regional Court President/Chief Magistrate; Compilation of statistics; Case flow management; Assisting Regional Registrar and members of the public; Provide administrative support in general as requested by the supervisor.

ENQUIRIES

: Technical related enquiries: Mr. S.P Mathibeli Tel No: (051) 492 4523
HR Related enquiries: Ms D. Peters Tel No: (051) 492 4523

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