

## 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** : **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.  
**Gauteng/Pretoria/Johannesburg:** 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/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.
- CLOSING DATE** : 12 May 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 considered. 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 14/59** : **LAW RESEARCHER REF NO: 2026/05/OCJ (X2 POSTS)**
- SALARY** : R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Free State High Court: Johannesburg
- REQUIREMENTS** : Applicants should be in possession of an LLB degree or a four-year recognized legal qualification. A minimum of three (3) years' legal research experience. Superior court or litigation experience, An LLM degree and a valid driver's license 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. Knowledge and skills: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Computer literacy (MS Word, Outlook and Internet), (Westlaw, LexisNexis, Jutastat). Planning and organizing. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Problems solving skills. Ability to work under pressure. Ability to work independently.
- DUTIES** : Provide support to legal research functions for the Judges and other Court officials. Provide support with legal research on various legal issues, statutes, rules, regulations, and case law. Analyse and apply complex legal principles and provide summaries to the Judges. Provide research support to Judges in the preparation of hearings and trials. Carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues as requested by a Judge. Study all the relevant material and provide a thorough analysis thereof. Prepare and compile legal opinions. Provide support to the Judges with legal arguments analysis submitted by litigants and evaluate merits of each argument. Research supporting and opposing case law (precedent) and provide recommendations to the Judges. Review legal issues, arguments, and relevant case law in the form of legal memos. Prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear consistent and comprehensive judgments. Provide support to Judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy. Proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar. Quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy. Correct mistakes (typos) with the help of track changes so that Judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation. Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law. provide support to the monitoring of legal journals and ensure that Judges have access to the latest legal information. Keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.
- ENQUIRIES** : Technical Related Enquiries: Ms. Ms T Nzimande Tel No: (010) 494 9238  
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email at [2026/05/OCJ@judiciary.org.za](mailto:2026/05/OCJ@judiciary.org.za)
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goals.

<b><u>POST 14/60</u></b>	:	<b><u>LAW RESEARCHER REF NO: 2026/06/OCJ</u></b>
<b><u>SALARY</u></b>	:	R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Supreme Court of Appeal: Bloemfontein Applicants should be in possession of an LLB degree or four-year recognized legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license and an LLM degree (full dissertation) 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. Knowledge and skills: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislations. Computer literacy (MS Office). Ability to access and utilize computer research programmes (e.g. Westlaw, LexisNexis, Jutastat). Planning and organizing. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal and Problems solving skills. Ability to work under pressure and ability to work independently.
<b><u>DUTIES</u></b>	:	Perform all legal duties for the Judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the Judges and other personnel of the Court. Read all the relevant materials and analyse them thoroughly. Discuss all possible variations on a legal point with colleagues and/or the Judge. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Draft speeches, conference notes and legal articles. Monitor and bring to the attention of Judges of the Court recent developments in case law and jurisprudence. Attend to additional duties as assigned.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms S Collins Tel No: (051) 492 4623 HR Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4585
<b><u>APPLICATIONS NOTE</u></b>	:	Applications can be sent via email to <a href="mailto:2026/06/OCJ@judiciary.org.za">2026/06/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 14/61</u></b>	:	<b><u>LAW RESEARCHER REF NO: 2026/07/OCJ</u></b> Re advert, Candidates who previously applied need not to reapply.
<b><u>SALARY</u></b>	:	R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Supreme Court of Appeal: Bloemfontein Applicants should be in possession of an LLB degree or four-year recognized legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license and an LLM degree (full dissertation) 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. Knowledge and skills: Excellent research and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislations. Computer literacy (MS Office). Ability to access and utilize computer research programmes (e.g. Westlaw, LexisNexis, Jutastat). Planning and organizing. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal and Problems solving skills. Ability to work under pressure and ability to work independently.
<b><u>DUTIES</u></b>	:	Perform all legal duties for the Judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the Judges and other personnel of the Court. Read all the relevant materials and analyse them thoroughly. Discuss all possible variations on a legal point with colleagues and/or the Judge. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Draft speeches, conference notes and legal articles. Monitor and bring to the

		attention of Judges of the Court recent developments in case law and jurisprudence. Attend to additional duties as assigned.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms S Collins Tel No: (051) 492 4623
		HR Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4585
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email to <a href="mailto:2026/07/OCJ@judiciary.org.za">2026/07/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 14/62</u></b>	:	<b><u>JUDGE'S SECRETARY REF NO: 2026/08/OCJ</u></b>
<b><u>SALARY</u></b>	:	R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Supreme Court of Appeal: Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a Grade twelve (12) certificate. An LLB Degree, Bachelor of Law or a minimum of 20 modules completed towards an LLB or BA Law will serve as an added advantage. A minimum of two (2) years' secretarial experience. Experience in a Legal/ Court environment and a valid driver's license 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. Knowledge and skills: Proficiency in English. 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 care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. Confidentiality and time management.
<b><u>DUTIES</u></b>	:	Provide general legal secretarial/ legal administrative duties to the Judge. Typing (or formatting) of draft memorandums, directions, opinions, letters for or by the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarise appointments, meetings and official visits. Make travel and accommodation arrangements for circuit meetings etc. with the relevant administration unit at the Court. Store, keep and safeguard all case files and update the case files with postponements orders and/ or made by the Judge. Update files with documents received. Update exhibit and witness list in criminal matters. Perform digital recordings of Court proceedings on urgent Court cases after hours or on circuit Court and ensure the integrity of recordings. Accompany the Judge to Court and keep a record of times (start and end times daily, including adjournments. Compile Court statistics daily and ensure accurate updates on the statistical tools. Management of the Judge's vehicle, logbook and servicing thereof. Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Manage the Judge's library and the updating of documentation. Execute legal research as directed by the Judge and comply with all Departmental prescripts, policies, procedures and guidelines.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Mr. V.Z J Zwane Tel No: (051) 492 4623
		HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email to <a href="mailto:2026/08/OCJ@judiciary.org.za">2026/08/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with Employment Equity goals.
<b><u>POST 14/63</u></b>	:	<b><u>ADMINISTRATION CLERK: ASSET CONTROLLER REF NO: 2026/09/OCJ</u></b>
<b><u>SALARY</u></b>	:	R237 453 - R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Eastern Cape Division of The High Court: Makhanda
<b><u>REQUIREMENTS</u></b>	:	Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. No experience is required. A valid driver's license 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. Knowledge and Skills: Computer literacy (MS Word/Excel). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem-solving skills. Ability to work under pressure. Good time keeping. Telephone etiquette.
<b><u>DUTIES</u></b>	:	Render efficient and effective support to the Court. Facilitate the maintenance of a complete, reliable, and accurate asset register for the Departmental owned

assets. Conduct physical verification of assets to ensure the existence of assets as well as completeness of the asset register. Identify and report stolen or lost assets and unserviceable, redundant, damaged, underperforming, and obsolete assets. Monitor leased assets register and expiring contracts.

**ENQUIRIES**

: Technical Related Enquiries: Ms L Frazer Tel No: (046) 603 5000  
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

**APPLICATIONS**  
**NOTE**

: Applications can be sent via email to [2026/09/OCJ@judiciary.org.za](mailto:2026/09/OCJ@judiciary.org.za)  
: The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 14/64**

: **SECURITY OFFICER REF NO: 2026/10/OCJ (X4 POSTS)**

**SALARY**

: R170 226 – R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

**CENTRE**  
**REQUIREMENTS**

: Gauteng Division of The High Court: Pretoria  
: Applicants should be in possession of Grade 10 or equivalent qualification as recognised by SAQA. Basic Security Officer's course registered with PSIRA. A minimum of one-year experience in security industry. A valid Driver's license 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. Knowledge and Skills: Good communication skills (verbal and written). Good interpersonal and public relation skills.

**DUTIES**

: Ensure that the outsourced security officers render an efficient and effective service to the court on a daily basis. Ensure that all security and biometrics system put in place function effectively and efficiently within the buildings on a daily basis. Meet the outsourced security officials every morning to get report of the performance of security and biometric system on a daily basis. Report all incidents around the Court premises to the relevant authorities immediately. Treating all clients, Court users and colleagues equally and professionally. Capture the biometrics data for new personnel and delete for personnel leaving the Department. Attend meetings with SAPS, EMS, Fire brigade and TMPD during high profile cases. Attend meetings with outsourced Security Officials every month to evaluate security performance at the Court on daily basis. Ensure that no liquor /video cameras allowed in the building unless permission granted. Assist and monitor the performance of the outsourced security officials during peak hours and high-profile cases. Review camera footages and save the incidents. Monitor all access points for effective access control. Monitor all movements, events, and activities within the Department's premises using CCTV equipment. Undertake building inspections and conduct primary patrols to identify, assess, and verify conditions. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and Department management. Monitor and respond to alarm system. Update the information on the occurrence book/ register as and when required. Liaise with supervisor to verify the information recorded and ensure information is correct. Crowd control by informing the security officials of the floors overcrowded. Ensure no property of the Court leaves the building without authorisation. Assist the outsourced security officials in controlling the number of visitors entering the Court premises in groups. Request and accompany during the sweeping of the building by the bomb squad prior to VIPs entering the premises and before the Court term starts. Conduct building inspections and patrols. Ensure that everyone entering the building is subjected to access control procedures.

**ENQUIRIES**

: Technical Related Enquiries: Mr P Nkone Tel No: (012) 492 6796  
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

**APPLICATIONS**  
**NOTE**

: Applications can be sent via email at [2026/10/OCJ@judiciary.org.za](mailto:2026/10/OCJ@judiciary.org.za)  
: The Organisation will give preference to candidates in line with Employment Equity goal