

## 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/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.
- Free State Provincial Service Centre:** 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** : 29 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.

**ERRATUM:** Kindly take note that the post of Chief Registrar: Gauteng Division of the High Court: Pretoria with Ref No: 2026/15/OCJ advertised on Public Service Vacancy Circular 15 dated 08 May 2026 with closing date of 22 May 2026 is withdrawn.

#### OTHER POSTS

**POST 16/87** : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: 2026/26/OCJ**

**SALARY** : R487 197 – R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Free State Provincial Service Centre

Applicants should be in possession of a Bachelor's Degree/National Diploma in Security Management and or Risk Management. Grade A State Security Agency Course. A minimum of three (3) years' working experience in a security environment of which at one (01) year must be on a supervisory level. 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's technical and generic requirements. Knowledge and skills: Computer literacy (MS Office). Good communication skills (written and verbal). Good people skills/interpersonal relations. General office and project management skills. Planning and organisation skills. Exceptional report writing skills. Problem solving skills. Ability to work independently and meet deadlines.

**DUTIES** : Assist in the management of the total security function (personnel, document, physical assets, contingency planning and security planning) of the Office of the Chief Justice and linked institutions. Implement the OCJ's Security and Risk Management policies. Development and implementation of appropriate security measures and procedures. The development and implementation of training and awareness programmes. Interaction with security-related and relevant authorities including government departments (State Security Agency, Comsec, DOJCD, etc.). Manage the private security service provider and ensure compliance with the applicable service level agreement(s). Facilitate internal and external audits and ensure that the office is ready with regard to security and risk management matters.

**ENQUIRIES** : Technical Related Enquiries: Mr. L.J Kolosa Tel No: (051) 492 4523  
HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4573

**APPLICATIONS NOTE** : Applications can be sent via email to 2026/26/OCJ@judiciary.org.za  
The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 16/88** : **SENIOR PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: 2026/27/OCJ**

**SALARY** : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office: Midrand  
Applicants should be in possession of a three (3) years National Diploma in Management Sciences/ Human Resource Management/ Public Administration/

Public Management or equivalent relevant qualification at NQF level 6 as recognised by SAQA. A minimum of three (03) years' experience in Human Resource environment. A 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: Knowledge and understanding of the Legislation/ Prescript and framework governing the Public Service i.e., Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act. Knowledge of HRM policies. Knowledge of HR related standards, practices, processes and procedure. Knowledge of Batho Pele Principles. Computer literacy, Analytical thinking, Problem solving skills, Decision making skills, Motivational skills, Time management, Presentation skills.

**DUTIES** : Implement recruitment and selection processes in the department. Align the adverts according to job specifications and placement of the advert in a correct format. Place adverts in various advertising platform (DPSA circular, Government page, and Newspapers). Coordinate the shortlisting and interview. Disseminate selection information to panel members. Communicate with line managers regarding selection activities in line with the legislative requirements. Implement and monitor compliance of selection processes within the department. Serve as a scribe during shortlisting and interviews process. Conduct personnel suitability checks and verification of qualifications for recommended candidates. Ensure proper recording of all received application forms. Arrange competency assessment for recommended candidates for SMS posts. Ensure compliance with OCJ Recruitment and Selection Policy and Public Service prescripts. Provide administrative support within the sub-directorate. Schedule and organise meetings. Provide secretariat support services to the meetings. Compile minutes and memos. Handle incoming and outgoing office correspondence. Supervise and develop staff. Ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials. Manage leave of staff. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of employees. Ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES** : Technical Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771  
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527/2619

**APPLICATIONS** : Applications can be sent via email to 2026/27/OCJ@judiciary.org.za

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

**POST 16/89** : **PRINCIPAL COURT INTERPRETER REF NO: 2026/28/OCJ**

**SALARY** : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Labour and Labour Appeals Court: Johannesburg  
**REQUIREMENTS** : Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years' practical experience in Court Interpreting. 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, computer literacy, listening skills, good interpersonal skills, customer service orientation, planning and organising skills, problem solving, confidentiality, Ability to work under pressure and art of interpreting.

**DUTIES** : Render interpreting services in high profile matters: Interpret in complex cases. Interpret in criminal, civil, and Labour Court. Interpret in Small claims Court. Control and attend to personnel administrative aspects of Interpreters: Provide and coaching to junior/ senior Interpreters. Manage performance agreement contracts. Draw a schedule for replacement of Court Interpreters. Translate Legal documents and exhibits: Study and analyse the source documents. Conduct necessary research and consult. Check, edit and revise the translated documents, procure foreign language interpreters and casuals in line with PFMA and the relevant policy: Report statistics to be generated and escalated

to the cluster manager for consolidation. Authorise payments of foreign and casual language interpreters. Develop terminology: Harvest of terminology and database development. Provide terms and their respective meanings in the glossary register. Supervise and develop staff: Allocate duties and perform quality control on the work delivered by officials.

**ENQUIRIES** : Technical Related Enquiries: 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 to 2026/28/OCJ@judiciary.org.za  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 16/90** : **ADMINISTRATION CLERK: LEGAL SERVICES REF NO: 2026/29/OCJ**

**SALARY** : R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand

**REQUIREMENTS** : Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. No experience is required. An LLB degree or recognised Legal degree as well as a valid driver's license will serve as an added advantage. The candidate must be willing 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. The candidate must be willing to travel  
Knowledge and Skills: Knowledge of working procedures in terms of the working environment, knowledge of Public Service Regulations 2016, knowledge of Public Service Act 1994, knowledge of Promotion of Access to Information Act (PAIA), No. 2 of 2000, understanding of confidentiality in Government, knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel, Knowledge of Office Administration, 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, ability to work under pressure, ability to work independently and within a team, computer Literacy skills (MS Teams), planning and organizing skills, report writing skills and typing skills.

**DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve legal correspondence, case files and data. Update litigation register and track case progress. Provide supply chain clerical support services within the component: Handle sub-inventory controller for the manager's office, Liaise with internal and external stakeholders in relation to procurement of goods and services. Provide personnel administration clerical support services within the component: maintain a leave register within the Legal Services Unit. Keep and maintain personnel records and attendance register within the component. Provide administrative support service: Provide logistical arrangements to meetings, provide secretariat support services to the meetings and compile minutes and memos.

**ENQUIRIES** : Technical Related Enquiries: Ms N Tshubwana Tel No: (010) 493 2581

HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

**APPLICATIONS** : Applications can be sent via email to 2026/29/OCJ@judiciary.org.za

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