

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**

- : **Western Cape Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.
- : **KwaZulu-Natal Provincial Service Centre:** 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/Pretoria: Provincial Service Centre:** 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.

CLOSING DATE

- : 05 June 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 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 17/93** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2026/30/OCJ**
- SALARY** : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour And Labour Appeals Court: Cape Town
- Applicants should be in possession of a three (3) year National Diploma in Public Administration/ Management or equivalent qualification at NQF level 6 with 360 credits as recognized by SAQA. Three (3) to five (5) years relevant experience in Office or District Court administration, one (1) to two (2) years supervisory experience, a valid driver's licence 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 of the PFMA, DFI, BAS & JYP. Knowledge of Human Resource Management, Finance, Asset and Risk Management. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good people management/ interpersonal skills, excellent communication skills (written and verbal), sound leadership and management skill, exceptional report writing skills, Be self-motivated, attention to detail, commitment and Integrity, problem solving and maintaining discipline.
- DUTIES** : Manage and co-ordinate human resources and financial resources within the office: Co-ordinate and manage the risk and security within the court; Manage the facilities, assets, physical resources, information and communication related to the office/ court; Be on the local procurement panels for procurement of goods and services/ assets; General supervision of the administrative staff; Implement formal and informal discipline; Compile and analyse statistics to show performances and trends; Draft and submit memoranda and reports; Implement departmental pre-scripts and policies; Must conduct themselves with the highest professional and ethical standards expected of a court official; Must adhere strictly to established communication protocols; Perform any other duties required to ensure the smooth running of the office/ court; Perform any other duties as directed by management.
- ENQUIRIES** : Technical Related Enquiries: Ms RM David Tel No: (021) 469 4028/29
HR Related Enquiries: Mr SD Hlongwane Tel No (021) 469 4029
- APPLICATIONS NOTE** : Applications can be sent via email to 2026/30/OCJ@judiciary.org.za
The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 17/94** : **PRINCIPAL LIBRARIAN REF NO: 2026/31/OCJ**
- SALARY** : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court: Cape Town
- Applicants should be in possession of a National Diploma / Degree in Library Science or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years of experience in Library Service, Information Systems and general administrative. Knowledge of

Library and Information Science matters, Prescripts and Legislations, procedures and processes and Library Services. Experience within 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: Planning, organising and control skills, good written and oral communication skills, problem solving and decision-making skills, customer Service, interpersonal skills, information technology, ability to work under pressure, language proficiency, conflict management and supervisory skills.

DUTIES : Render an effective and efficient Library and Information services to the users of the library, manage the Library and Information systems, assist with book selection for the library and Chambers, classify and catalogue the Western Cape Division of the High Court's Library material. render a reference and information service for the Western Cape Division of the High Court's Library, monitor the Library budget and give inputs to the library budget, market and promote the Library Services, perform administration and supervisory services, perform any other court-related work required to improve the efficiency of the Western Cape Division of the High Court and perform asset management services i.r.o. the library books in the High Court.

ENQUIRIES : Technical Related Enquiries: Ms. N Chwethiso Tel No: (021) 480 2637
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4029

APPLICATIONS : Applications can be sent via email to 2026/31/OCJ@judiciary.org.za

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

POST 17/95 : **PRINCIPAL LIBRARIAN REF NO: 2026/32/OCJ**

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

CENTRE : KwaZulu Natal Local Division of The High Court: Durban

REQUIREMENTS : Applicants should be in possession of a three (3) year National Diploma / Degree in Library Science and information science studies or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years of experience in Library Service and Information Systems. 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: Knowledge and experience of legal library environment as well as comparative research and international legal matters in South African as well as comparative and international legal matters, computer Literacy (MS Office, Power point, Outlook, Word, excel & Internet), report writing skills, research and planning skills, excellent communication skills (written and verbal), Interpersonal Relations and knowledge of Library OPAC systems.

DUTIES : Monitor the collection, cataloguing and publications of Library materials within the Court, Identify and select the relevant material to be procured at Court Library in accordance with library policies and guidelines, assess the relevance and currency of the library collection and make recommendations for additions, removals, or updates, organise and catalogue legal materials to ensure easy retrieval by legal professionals, apply appropriate classification systems and metadata to enhance the accessibility of the collection and barcoding of Library material and soft copies (online resources), monitor serial publications, receiving of amendments and updating of loose-leaf subscriptions and binders, facilitate the submission of standing orders for the court, monitor the rendering of library and Information Services to Judiciary, monitor circulation desk services and helpdesk roster, implement digital tools and technologies to enhance information retrieval processes, keep updates on emerging technologies relevant to legal research and library management and integrate into the library's operations, monitor the digital resources, including electronic databases, legal research tools, and online subscriptions, facilitate interlibrary loans to ensure access to materials not available within the court's own collection, monitor the circulation handed down judgments both pdf and word version to Publishers and external stakeholders on request, ensure the circulation of finalised Judgments of interest to other Judges. Upload Monitor the usage of library information resources both hard copies, provide reference assistance and library awareness within the Court, provide reference

assistance to judges, lawyers, court staff, and the public, provide support with legal research, citation verification, and locating relevant legal precedents, conduct training sessions for legal professionals on effective legal research methods and the use of legal database, keep legal professionals informed about recent developments in the law through newsletters, alerts, and other current awareness services, advocate for the importance of the library within the court system and promote awareness of its resources and services, coordinate and monitor effective Library Administration, coordinate Library Services staff meetings, provide support in the coordination of Library Committee meetings, provide support in the facilitation of online trainings by Juta, LexisNexis and Sabinet for Judges, Judges Secretaries, Registrars. and Law Researchers, monitor quarterly Budget allocations for the Library, coordinate and monitor the procurement process with Supply Chain Management for new purchases, monitor internal asset verification schedule and assets register, coordinate and monitor the disposal of approved Library publications for donations, 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, develop, implement and monitor work systems and processes to ensure efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.

- 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 to 2026/32/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 17/96** : **PRINCIPAL COURT INTERPRETER REF NO: 2026/33/OCJ**
- SALARY** : R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of The High Court: Cape Town
- REQUIREMENTS** : Applicants should be in possession of a three (3) years National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in court interpreting or Grade twelve (12) certificate with at least ten (10) years practical experience in Court Interpreting. Two (2) years supervisory experience, Proficiency in English and Afrikaans and /or IsiXhosa, a valid driver's licence 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: Oral and written languages proficiency testing skills, excellent communication skills, time management, computer literacy, analytic thinking, good interpersonal skills, problem solving, planning and organizing, confidentiality, ability to work under pressure, art of interpreting and supervising the Language Section.
- DUTIES** : Render interpreting services in the High Court & Labour Court in high profile matters and quasi-judicial proceedings: Interpret in complex cases, interpret in criminal Labour Court matters, interpret in conciliation and arbitration disciplinary hearings, interpret civil in confessions, Interpret pre-trial proceedings and consultations for the DPP. Control, supervise and attend to personnel administrative aspects for interpreter component: Provide mentoring and coaching to junior/ Senior Court interpreters, manage performance agreement contracts, draw a schedule for replacement of Court Interpreters, control leave of Senior Court Interpreters and submit Court hour registers, quarterly submit probation reports, translate Legal documents and exhibits for the Judiciary, assist with reconstruction of court proceeding records, procure foreign language interpreters and causals in line with PFMA and the relevant policy, report statistical information to the Chief Registrar or Court Manager, develop terminology, coin words, perform specific line and administrative support functions to the Judiciary, Database development, provide terms and their respective meanings in the glossary register, Supervise and develop staff, provide effective people management, provide practical training for staff and develop, implement and monitor work systems and processes to ensure

- efficient and effective functioning and address enquiries and provide advice and guidance on asset allocation and control.
- ENQUIRIES** : Technical Related Enquiries: Ms. N Chwethiso Tel No: (021) 480 2637
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4029
- APPLICATIONS** : Applications can be sent via email to 2026/33/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 17/97** : **JUDGE'S SECRETARY REF NO: 2026/34/OCJ (X2 POSTS)**
- SALARY** : R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE** : KwaZulu Natal Division of The High Court: Durban
- REQUIREMENTS** : 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 one (01) year legal secretarial experience. To pass a typing test. 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: 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 service skills, excellent typing skills including Dictaphone typing, confidentiality and time management, computer literacy (MS Word) and research capabilities.
- DUTIES** : Render Secretarial support to the Judiciary, diarise the appointments and meetings of the Judge, type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in Court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library, ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge, provide support functions to Civil, Criminal and review matters/Courts and case allocations in chambers, collect the files before the commencement of a Criminal matter from the Registrar's office at the criminal section, keep updating the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment 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 are available to the Judge as per the filing that was done, provide support functions to civil / criminal courts, administer the correct Oath ID or declaration in court when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of proceedings, ensure that all cases are called on record as per the Court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, ensure that in the Criminal Court exhibits are handled, controlled and noted professionally, provide general administrative support to the Judiciary, ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, ensure the submissions of Cell phone and 3G data claims for process purposes and ensure that all updates on the loose leafs in the Judges library are attended to.
- ENQUIRIES** : Technical Related Enquiries: Ms K Marais Tel No: (031) 492 4699
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 4931723
- APPLICATIONS** : Applications can be sent via email to 2026/34/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goals.

<u>POST 17/98</u>	:	<u>JUDGE'S SECRETARY REF NO: 2026/35/OCJ</u> (12 Months Contract)
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of The High Court: Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade twelve (12) certificate. A minimum of one (01) year secretarial experience. A minimum of 20 modules completed towards an LLB, BA/BCOM Law. LLB Degree/ Bachelor of Laws and a valid driver's license will serve as an added advantage. Candidate/s to pass a typing 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's technical and generic requirements. Knowledge and skills: 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; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality.
<u>DUTIES</u>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed, and correspondence is appropriately captured and saved in the correct locations and safeguarded. To ensure that signed Judgments and orders are properly handed down in person in court and/or virtually. To ensure that draft judgements are expeditiously handled and typed. To ensure all visitors in the Judge's Chambers are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready, the Judge has access to all his allocated files and documents in the file on time as per duty roster. To ensure that all files received from various sections(s) are verified by the Registrar of that section. To ensure that the Judges Chamber register of reviews is up to date and signed on receipt and return of review files to the review Clerk. To ensure that the register/template for the reserved judgements is updated timeously and that the Statistics Officer as well as the office of the Judge President is notified when judgement remains outstanding and/or has been handed down. To ensure that transcribed judgements from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Argument from various stakeholders are received, filed and verified. Informing parties involved via e-mail and or the time telephonically of time and date when reserve judgements will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared, and files are in court before the court starts or before the Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Case lines after it was granted by Judge in court. To ensure that all the travel and accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms M Campbell Tel No (012) 492 6799 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/35/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.

- POST 17/99** : **REGISTRAR'S CLERK REF NO: 2026/36/OCJ**
- SALARY** : R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour and Labour Appeals Court: Durban
Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. No experience 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: Knowledge of working procedures in terms of the working environment, knowledge of registry processes and practice, knowledge of storage and retrieval procedures in terms of the working environment, knowledge and understanding of legislative frameworks governing the Public Service, knowledge of Filing system, Mail procedure manual, Promotion of Access to Information Act and National Archives. Batho Pele Principles, Computer Literacy skills (Microsoft Office), and communication skills. Numeracy skills, interpersonal skills, problem solving and analysis skills, time management skills and, administrative skills.
- DUTIES** : Perform clerical and administrative work within the Court: Register/ allocate case numbers to all pleadings and court documents received, ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney; update the file of return service/s proof services, handle court's request files, retrieve the requested file and make the file available to the requester, attend to queries from parties and members of the public, record documents received, ensure systematical recording of court files, keep record of requests received from litigants, render case management duties, attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), render case management duties, monitor files and records as per the case Management, provide support with administrative registrar, submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously, safe-keep and dispose of case records.
- ENQUIRIES** : Technical Related Enquiries: Mr SI Cele Tel No: (031) 492 6207
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 4931723
- APPLICATIONS NOTE** : Applications can be sent via email to 2026/36/OCJ@judiciary.org.za
The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 17/100** : **REGISTRAR'S CLERK REF NO: 2026/37/OCJ (X3 POSTS)**
- SALARY** : R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court: Cape Town
Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. No experience required. An LLB/ B Com Law/ BA Law/ Paralegal qualification, experience in general legal administration, one (1) year administration experience preferably in a court environment and 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 (written and verbal), computer literacy (MS Office), good interpersonal skills, good public relations skills, ability to work under pressure, customer service, knowledge of document management and filing.
- DUTIES** : Assist with the management and control of Court Records, filling and issuing of civil processes and criminal matter, processing of reviews and appeals, compilation of statistics, attend and oversee to general public enquiries/ correspondence, Court online related duties, perform any other duties required for the effective and efficient functioning of the court as required by the Judiciary, Court Manager and Chief Registrar.
- ENQUIRIES** : Technical Related Enquiries: Ms. N Hanekom Tel No: (021) 480 2635
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
- APPLICATIONS** : Applications can be sent via email to 2026/37/OCJ@judiciary.org.za

- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 17/101** : **TYPIST REF NO: 2026/38/OCJ**
- SALARY** : R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court: Cape Town
Applicants should be in possession of a Grade 12 or equivalent qualification as recognised by SAQA. No experience is required. Legal / court experience will serve as an 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 of legal terminology, court procedures, rules and court environment, counter services, filing system, understanding of legislation governing the Public Service (Batho Pele & PSR), knowledge of the 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, problem-solving skills, accuracy and attention to detail, ability to work under pressure, good time keeping and telephone etiquette.
- DUTIES** : 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 notices, sort and distribute incoming and outgoing files, compile term roll, weekly roll and un/opposed motion rolls and maintain registers, draft term rolls for each court term in line with the Gazetted terms, type supplementary rolls, compile and submit relevant orders to relevant stakeholders.
- ENQUIRIES** : Technical Related Enquiries: Ms. N Hanekom Tel No: (021) 480 2635
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
- APPLICATIONS** : Applications can be sent via email at 2026/38/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with Employment Equity goal.
- POST 17/102** : **SECURITY OFFICER REF NO: 2026/39/OCJ**
- SALARY** : R170 226 – R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Local Division of The High Court: Durban
Applicants should be in possession of a grade 10 (ABET level 3) or equivalent qualification as recognised by SAQA. Basic Security Officer's course, at least Grade C with a valid PSIRA certificate. A minimum of one (1) year experience in security industry 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: Knowledge of access to Public Premises and Vehicle Act and other security related legislations, knowledge of access control procedures, knowledge of control and movement of equipment and stores, knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents, knowledge on the relevant emergency procedures, Batho Pele Principles, interpersonal skills, client service skills, listening skills, problem solving skills, decision making skills, good communication skills, computer skills and facilitating skills.
- DUTIES** : Perform access control functions, determine whether visitors have appointments/or the service that visitor requires, contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point, ensure that the admission control register is completed and issue admission control documents/ cards as required, utilise walk-through metal detector for the effectiveness of access control, ensure that unauthorised persons and dangerous object do not enter the building/premises, report all the identified security breaches and non-compliance to the Supervisor, ensure that equipment, document and store do not leave or enter the building or premises unauthorised, ensure that the registers control the movement of equipment, stores and documents are completed, ensure that no equipment, stores as assets of the department leave the building /premises unauthorised, inspect

vehicles entering and leaving the premises, gather information and report on missing and stolen equipment and stores, handle documents at points of entry according to classification and the prescripts, operate control room security equipment's, monitor all movements, events, and activities within the department's premises using CCTV equipment's, ensure that security system is in good working condition, report all incidents monitored, report to the supervisor, monitor all access points for effective access control, report all identified non-compliance to security policy and procedures to improve office security, ensure safety in the building and premises, undertake building/ and the primes patrols to identify and check, apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management, monitor and respond to alarm system, ensure all incidents are recorded in the occurrence books/registers, ensure that recorded information is correct, update the information on the occurrence book/register as and when required. Liaise with supervisor to verify information recorded and perform any other duties assigned to you by the supervisor/ Court Manager.

ENQUIRIES

: Technical Related Enquiries: Ms K Marias Tel No: (031) 492 5502

HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS

: Applications can be sent via email at 2026/39/OCJ@judiciary.org.za

NOTE

: The Organisation will give preference to candidates in line with Employment Equity goal.