

## 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) / Mpumalanga** Provincial Service Centre: 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.  
**Eastern Cape/Qheberha:** 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** : 22 June 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.

#### **MANAGEMENT ECHELON**

- POST 19/42** : **DIRECTOR: COURT OPERATIONS REF NO: 2026/ 41/OCJ**
- SALARY** : R1 317 384 - R1 551 807 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Mpumalanga Provincial Service Centre
- REQUIREMENTS** : Applicants should be in possession of a three-year Bachelor's Degree in Management or an Advanced Diploma in Management, Social Sciences, Public Administration, Public Management, or a relevant equivalent qualification at NQF level 7, as recognised by SAQA. An LLB Degree will serve as an added advantage. A minimum of 5 years' experience at middle/senior management level, of which at least three years must have been in the field of Court management/administration. A valid driver's license. Successful completion of the Nyukela Public Service Pre-Entry Programme, as endorsed by the National School of Government (NSG), will be required prior to the appointment. Knowledge: Knowledge of the Public Service prescripts and frameworks, the Basic Conditions of Employment Act 1997, Treasury Regulations, Service Delivery Innovation (SDI), relevant legislations, office district administration, the Public Financial Management Act (PFMA), the Batho Pele Principles, financial, asset, and supply chain management, facilities and security management and Court administration or case flow management. Skills: Problem-solving and analysis, customer focus and responsiveness, project management, leadership: interviewing; analytical skills, report writing, presentation, planning and organizing, computer literacy (MS Office). Personal attributes: Strategic and leadership capability, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem-solving and analysis, people management and empowerment, client orientation and customer focus, honesty and integrity, communication. 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** : Manage administrative support for courts in the Division of the High Court, manage the provision of library and research services, manage Court facilities and security services, and monitor risk for the High Court, manage case and court records, manage quality assurance and auxiliary services, manage, monitor and evaluate the functioning of courts in the Division of the High Court, manage the utilisation of resources and manage the Directorates' enquiries, providing advice and guidance on asset allocation and control.
- ENQUIRIES** : Technical related enquiries: Mr M Ndlovane, Tel No: (010) 493 2565  
HR Related enquiries: Mr SW Mekoa, Tel No: (010) 493 2578
- APPLICATIONS** : Applications can be via email to: [2026/41/OCJ@judiciary.org.za](mailto:2026/41/OCJ@judiciary.org.za)
- NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

## OTHER POSTS

- POST 19/43** : **LAW RESEARCHER REF NO: 2026/43/OCJ**
- SALARY** : R487 197 - R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division of The High Court: Gqeberha  
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 in the relevant field. Superior court or litigation experience 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: Knowledge of Electronic Information Resources and online retrieval (Westlaw, LexisNexis, Jutastat SAFLLI and Sabinet). Practice Manual of the Court, sound understanding of South African law and judicial system, interpretation and application of the law, Batho Pele Principles, communication skills (verbal and written), problem solving and decision-making skills, excellent research and analytical skills, report writing and editing skills, Analytical skills, Presentation skills, Planning and organizing skills, computer literacy, communication and Information Management, accuracy and attention to detail, diversity management, management of interpersonal conflict, planning and organising, problem solving and decision Making, project Management, ability to work under pressure and time management skills.
- 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, provide analysis through studying all the relevant material. Prepare and compile legal opinions: Provide support to the Judges with legal arguments analysis submitted by litigants, 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, full citation of judgments and footnotes in all draft 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, 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 P Boya-Nyhiba Tel No: (041) 502 6626  
HR Related Enquiries Ms Z Sulo at (087) 086 6929
- APPLICATIONS NOTE** : Applications can be sent via email to [2026/43/OCJ@judiciary.org.za](mailto:2026/43/OCJ@judiciary.org.za)  
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- POST 19/44** : **COMMUNICATION OFFICER REF NO: 2026/44/OCJ**
- SALARY** : R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
Applicants should be in possession of a National Diploma in Graphic Design/ Marketing/ Public Relations/ Photography or relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of one (1) year experience in Marketing and Communication environment. 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 Graphic design, Adobe Creative Suite (InDesign, Photoshop, Illustrator) in the production of communications products; Digital media; Photography. knowledge of applicable communication policies, legislation, guidelines, standards, procedures and best practices. good knowledge of departmental design, frameworks, practices, and processes, knowledge of social media practice and channels, knowledge of Public Service Acts, knowledge of Public Service Regulations, Basic Departmental policies and procedures and Batho Pele Principles. computer literacy skills, organisational skills, problem solving skills, time management skills, communication skills, presentation skills, report writing skills, project Management skills and analytical skills.

**DUTIES**

: Render graphic design, photographic and video services: Ensure the provision of photographic services and drafting of articles, design promotional displays, marketing brochures, packaging products, animations, layout method, logos for products and services, take photos and videos for departmental events and edit photos and videos for publication, update the departmental digital library. Undertake social media functions: Implement social media strategy in align with the departmental corporate Identity manual, update and monitor the department social media platforms, and conduct research on current social media standard trends and audience preferences. Provide marketing, promotions and branding services: Design and implement brand awareness campaigns, implement communication campaigns and products, design and roll out above-the-line communication campaigns and products in collaboration with relevant stakeholders, and provide public relations and media liaison services. Render administrative services: Conduct proper filing system for all the records, schedule and organise meetings.

**ENQUIRIES**

; Technical Related Enquiries: Ms L Ntuli: Tel No: (010) 493 2520  
 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

**APPLICATIONS**

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