

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.
- : **Northern Cape: Kimberly:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the Northern cape division of the High Court, Corner sol plaatjie Drive, Kimberly
- : **KwaZulu-Natal: Pietermaritzburg:** 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: Johannesburg/Randburg:** 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.
- : **North West: Mmabatho:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- : **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.

CLOSING DATE

: 03 July 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.

ERRATUM: Kindly take note that the post of Deputy Director: Security Management with Ref No: 2025/436/OCJ advertised on Public Service Vacancy Circular 11 dated 27 March 2026 has been withdrawn.

OTHER POSTS

POST 21/160

ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO 2026/47/OCJ

(24 Months Contract)

Re-advertisement, candidates who previously applied are encouraged to re-apply

SALARY

: R487 197 - R573 897 per annum (Level 09), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

: National Office: Midrand

REQUIREMENTS

: Applicants should be in possession of a National Diploma in Management Services/Organisation and Work Study/Operations Management/Production Management/Organisational Development or relevant equivalent qualification at NQF 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in Organisational Development environment. A valid driver's license. Job Evaluation certificate will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post technical and generic requirements. Knowledge and Skills: Understanding of the organisational development principles and procedures, understanding of the Human Resource Management Legislations and regulatory framework, knowledge of administrative procedures, Job Evaluation grading system, Job evaluation process and basic change management principles, good communication skills (written and spoken), basic research and analytics skills, change management, presentation and people management skills, ability to work long hours, facilitate the development of policies. ability to work individually, in a team and under extreme pressure.

DUTIES

: Develop/ review and maintain sound and effective organisational structures in line with the strategic objectives, conduct work study investigation, conduct functional analysis and develop post establishment structure, Cost structure in line with MTEF, compile work study report with relevant recommendations, ensure development and review of job descriptions for all posts in the department, Benchmark and verify job descriptions with relevant clients,

manage signing-off of JDs with relevant clients, conduct job evaluation process, present results to the JE panel, provide secretariat support services to the Job Evaluation Panel Committee, contribute towards the development and review organisational development policies in line with legislative frameworks, conduct research on the latest trends within the ambit of OD, implementation of the organisational development policies, supervise and develop staff, conduct organisational functionality assessment. Render business process mapping. Provide support in the development of standard operating procedures. Facilitate and implement change management strategies, conduct analysis on the need for change management, draft report on progress of the change management initiatives, conduct change management interventions in line with OD investigations and coordinate management workshops for all affected stakeholders.

- ENQUIRIES** : Technical related enquiries: Mr. E Motsuenyane Tel No: (010) 493 2500
HR Related enquiries: Ms S Tshidino Tel No: (010) 493 8771
- APPLICATIONS** : Applications can be sent via email to: 2026/47/OCJ@judiciary.org.za
- NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.
- POST 21/161** : **ASSISTANT DIRECTOR: JUDICIAL SUPPORT REF NO: 2026/48/OCJ**
- SALARY** : R487 197 - R573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Land Court: Randburg
- REQUIREMENTS** : Applicants should be in possession of a National Diploma in Office Management/ Business Administration/ relevant qualification at NQF level 6 as recognised by SAQA. A minimum of three (03) years' relevant experience in an administrative office management environment of which one (01) year should be at supervisory level. A valid driver's license and an LLB degree 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 relevant legislatives and regulations, knowledge of case lines, knowledge of office management responsibilities, systems and procedures, knowledge of Supervisory Facets, knowledge of Electronic Information Resource and online retrieval. communication skills (written and verbal), facilitation skills, report writing skills, presentation skills, decision-making, interpersonal relations, organisational skills, ability to multitask, professional telephone manner, people management and empowerment, strategic capability and leadership, problem solving and analysis, able to work under pressure and assertive Meticulous.
- DUTIES** : Manage the administration in the Office of the Judge President, arrange and diarise meetings and appointments involving the Judge President, coordinate all engagements between Judges and Divisional Senior Officials with the Judge President, ensure attendance on all queries addressed to the office of the Judge President, attend to general correspondence in the Office of the Judge President, including but not limited to drafting and compiling all memos, letters, reports and presentations, by the Judge President, coordinate and administer leave management of the Office of the Judge President, attend to correspondence in relation to reserved Judgements as well as complaints arising from reserved Judgements, attend to arrangements for the Judge President to preside in the administering of oaths of office to members of the Provincial Executive and other office bearers, coordinate arrangements for the reconstruction of delayed appeals records involving retired and deceased Judges, facilitate the monthly reserved judgements statistics for the division, coordinate correspondence and statistics regarding reserved Judgements and updating the reserved Judgements register, collect and co-ordinate inputs from Judges including all necessary documentation to inform the budgetary processes, provide support to the Judge President in determining funding requirements for budgeting process, check and verify financial reports in support of the Judge President's office, source and certify the correctness of invoices and statements, regarding expenditure in the Judge President's office. Coordinate all logistics for meetings and other engagements of the Judge President, locally and internationally, including the submission of reports and presentations as well as the implementation of resolutions emanating from such meetings, attend to the Judge President actionable items from the Heads of Court committees chaired by the Judge President, ensure necessary

secretariat support in meetings chaired by the Judge President, including but not limited to Divisional Leadership meetings, Divisional operational meetings as well as Divisional Judges meetings and Divisional stakeholder meetings, manage travel arrangements and complete documentation for approval, facilitate maintenance of Judge President's vehicle and submit logbook, submit S&T claims, cell phone and 3G data claims, provide a record management function, including collection, distribution, retrieval and filling of records.

ENQUIRIES : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316
 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email to 2026/48/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 21/162 : **OFFICE MANAGER REF NO: 2026/49/OCJ**

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

CENTRE : Supreme Court of Appeal: Bloemfontein
REQUIREMENTS : Applicants should be in possession of a three (3) years National Diploma / Bachelor's Degree in Office Administration / Management / LLB or equivalent qualification at NQF level 6 as recognised by SAQA. A minimum of three (03) years' relevant experience in an office administration environment of which one (01) year should be at supervisory level. A valid driver's license and Legal research (post qualification) experience 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. Skills And Competencies: Good communication skills (verbal and written), good people skills/interpersonal relations, ability to work long hours and under pressure, self motivated, attention to detail, computer literacy (MS Office with focus on Excel), research databases, execution and planning, communication, reliability, acceptance of responsibility, management of human resources, initiative and technical skills.

DUTIES : Manage the Office of the President of the Supreme Court of Appeal, attend to and record enquiries directed to the President of the Supreme Court of Appeal, tracking of enquiries/duties to ensure timeous compliance with various deadlines and directives, manage and diarise all appointments and events, ensure the correct application of regulations, policies or any other relevant legal source or directive related to specific fields, liaise with all stakeholders with regard to matters emanating from the Office of the President of the Supreme Court of Appeal, check and manage all incoming and outgoing correspondence from the President's secretary to other stakeholders, attend to research and retrieve material from the library at the court physically and electronically, check research submitted to the President of the Supreme Court of Appeal by the Law Researchers, proof read and cite check all judgments done by the President of the Supreme Court of Appeal or any other judgment drafted by judges of appeal, manage and supervise the judge's secretaries and support staff, manage secretaries and support staff, ensure that training needs are identified and attended to by means of informal and formal training, manage and supervise the court sittings and tea room duties of the judge's secretaries, receive petitions filed at the court, draft detailed and competent summaries of the petitions, ensure that the details of the parties, case number and area of law are identified, compile a spreadsheet with a list of petitions received and submit to the Chief Registrar.

ENQUIRIES : Technical Related Enquiries: Mr VZJ Zwane Tel No: (051) 492 4696
 HR Related Enquiries: Ms N. De La Rey/Ms D. Peters Tel No: (053) 492 4523

APPLICATIONS : Applications can be sent via email to 2026/49/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 21/163 : **STATISTICAL OFFICER REF NO: 2026/50/OCJ**

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

CENTRE : Land Court: Randburg
REQUIREMENTS : Applicants should be in possession of a National Diploma in Statistics, Mathematics, Economics, Econometrics or a related qualification at NQF level 6 as recognised by SAQA. A minimum of two (02) years working experience in

a statistical environment. A valid driver's license and experience in a Court environment 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 legislative framework governing the public service, knowledge of working procedures in terms of the working environment, knowledge of relevant policies and strategies, analytical skills, communication skills (written and verbal), problem-solving, motivational skills, presentation/facilitation skills, sound interpersonal skill, decision making skills. computer literacy skills, planning and organising skills, numerical skills, statistical analysis, report writing skills, ability to maintain professionalism at all times, attention to detail and ability to work under pressure, self-motivated, patience and self-control, flexible, creative and innovative, proactive and ability to work independently.

DUTIES : Consolidate data provided by the Judges' Secretaries and Registrars, verify and quality check the data provided, ensure to follow-up on any outstanding data, establish channels for the collection of data within the Region, apply standing instructions, policies, and procedures/guidelines for the interpretation of data, analyse data by identifying trends and patterns specific to the Region, process information and data received, package the analysed data as per requirements, update and assure quality information input on database, maintain database which contains various datasets, develop and review collection guidelines and training manuals, develop training plans and standardized training manuals for data collection, perform detailed analysis and interpretation of statistical data, coordinate training in data processing procedures, coordinate the development of training manuals, verify Quasi-Judicial files against the tool, verify the court rolls against the information provided on the Judges' Secretaries tool and verify the reserve Judgements files against the tool.

ENQUIRIES : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to 2026/50/OCJ@judiciary.org.za

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

POST 21/164 : **JUDGE'S SECRETARIES REF NO: 2026/51/OCJ (X4 POSTS)**

SALARY : R338 106 - R398 277 per annum (Level 07)). The successful candidate will be required to sign a performance agreement.

CENTRE : Land Court: Randburg

REQUIREMENTS : Applicants should be in possession of Grade 12 Certificate. A minimum of 20 modules completed towards an LLB, BA/BCOM Law degree. A minimum of one (01) year secretarial experience, a valid drivers' license will serve as an added advantage. To pass 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: Knowledge on the Constitution of South Africa, knowledge of relevant legislatives, regulations. Knowledge of case lines, knowledge of court online, knowledge of secretariat prescripts, responsibilities, systems and procedures, knowledge of Electronic Information Resource and online retrieval, Batho Pele Principles, communication skills (verbal and written), planning and organisational skills, exceptional Interpersonal skills, customer service skills, excellent typing skills including Dictaphone typing, time, management skills, proficiency in Microsoft Office Programs, research capabilities, problem solving, good Judgment and decision-Making skills, assertive. Meticulous, ability to work under pressure, time-bound, flexible, creativity, analytically, professionalism and attention to detail.

DUTIES : Render secretarial support to the Judiciary, diarise the appointments and meetings of the Judge. Type and file the judgments, ensure the Judgments 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 update 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, 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, provide general administrative support to the Judiciary, ensure that all the travel, accommodation arrangements are in order and, 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 N Mhlambi Tel No: (010) 493 6316
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email to 2026/51/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 21/165** : **POOL JUDGE'S SECRETARY REF NO: 2026/52/OCJ**
(12 Months Contract)
- SALARY** : 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.
- CENTRE** : Gauteng Division of the High Court: Johannesburg
- REQUIREMENTS** : Applicants should be in possession of Grade 12 Certificate. A minimum of 20 modules completed towards an LLB, BA/BCOM Law degree. A minimum of one (01) year secretarial experience, a valid drivers' license will serve as an added advantage. To pass 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: Knowledge of departmental policies, prescripts and procedures or guideline, research capabilities including signing of payroll, good communication skills (verbal and written), administration and organisational skills, exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure, attention to detail, customer service skills and excellent typing skills including Dictaphone typing, confidentiality and time management, computer literacy (MS Word).
- DUTIES** : Render secretarial support to the Judiciary, diarise the appointments and meetings of the Judge. Type and file the judgments, ensure the Judgments 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 update 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, 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, provide general administrative support to the Judiciary, ensure that all the travel, accommodation arrangements are in order to, 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 S Kajee Tel No: (010) 494 8486
 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email to 2026/52/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 21/166 : **ADMINISTRATION CLERK: ASSET REF NO: 2026/53/OCJ**

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

CENTRE : Gauteng Division of the High Court: Johannesburg
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate. No experience required. Experience in Asset Management 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
 Skills and Competencies: Knowledge of relevant legislations, knowledge of PFMA, knowledge of Financial policies and procedures, knowledge of Treasury Regulations; BAS; PMDS; DFI and SCOA; Computer literacy (MS office), analytical skills, communication skills, interpersonal relations, administration skills, time management skills, numerical skills, customer services orientation, self-management, self-motivated, creative thinking, teamwork, ambitious and time bound.

DUTIES : Provide support with the co-ordination of compliance of Asset Management, ensure accurate specifications and quantities, ensure that Annexure B3 is completed and filed, ensure that all new assets are tagged, registered on the Asset Register, recorded on the signed Inventory List behind the relevant room / location door, prepare and process payments on the JYP System, ensure Asset Movement form is completed when an asset is being moved or being taken for repairs, quality assure physical assets against the inventory list and the JYP Asset Register, perform a physical asset verification process to ensure the existence and completeness of the lease register, ensure that assets are barcoded and marked with permanent marker, ensure that Leased Assets Register is up to date, request for the uploading of assets on the register must be supported by the relevant payment batches and correct documentation to ensure correct valuation of assets, ensure that unverified assets are investigated to ensure that they were not disposed or transferred, ensure that deadlines for submitting reports at the Provincial Service Centre are adhered to at all times, facilitate disposal of unserviceable, redundant, obsolete and lost assets, facilitate the disposal of assets through the relevant disposal committees, identify and report surplus, redundant, obsolete, unserviceable or under-performing assets to the national office, ensure that assets are disposed of on the JYP system in the same financial year they were physically disposed, ensure a list of assets disposed on the JYP system is forwarded to the Provincial Service Centre for confirmation against approved disposal memorandums, maintain a file for approval disposal certificates (D12), provide administrative support service, provide logistical arrangements to meetings, provide secretariat support services during meetings, compile minutes and memos, handle incoming and outgoing office correspondence, ensure a proper filing system for all the records, provide support with stationery supplies within the sub-directorate.

ENQUIRIES : Technical Related Enquiries: Ms S Kajee Tel No: (010) 494 8486
 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS : Applications can be sent via email to 2026/53/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with Employment Equity goals.

- POST 21/167** : **ADMINISTRATION CLERK (DCRS) REF NO:2026/54/OCJ**
- SALARY** : R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of the High Court: Johannesburg
: Applicants should be in possession of a Grade 12 certificate. No experience required. A valid driver's license will serve as an added advantage. Skills and Competencies: Technical skills, communication (written and verbal), interpersonal relations, typing skills, decision making skills, problem solving skills, analytical skills, computer literacy (MS Office), planning and organising skills.
- DUTIES** : Provide administrative support in pre-recording of court proceedings, check the readiness of the court prior the court proceedings, Test the CRT machine (Circuit court and local court) and reports all faults detected on the machine, capture cases set down on the CRT machine and the court book/J406, pre-schedule the cases prior to commencement of the court proceedings, proper recording of court proceedings, record court proceedings as per the level of court, add parties' details per court appearance and add related annotations for the case type in session, pause and resume the recorder during court session breaks, and stop at the end of the day, set up and operate the equipment for testifying in the Children's court. Annotate all the postponed cases, conduct regular backups of data and transfer court recordings at the end of the week, utilise the headphones to monitor accurate recording of the court proceedings, perform playback events during or after the session, attend to request for playback to verify court orders and download to CD/USB, retrieve and download cases on request, playback the court recoding to detect any discrepancies on the recordings, inform the Judge immediately when discrepancies are detected, attend to general administrative functions for court administration, file and check audio CD's in the strong room/Court Recording Technology office, submit work performed at the circuit court immediately upon arrival, update backups of audio CD's, download CD's for transcription for the running record, attend to queries relating to court recordings and arrange own travelling to circuit courts in advance.
- ENQUIRIES** : Technical Related Enquiries: Mr T Musana Tel No: (010) 494 8402
HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email to 2026/54/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 21/168** : **ADMINISTRATION CLERK: (DCRS) REF NO: 2026/55/OCJ**
- SALARY** : R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Division of the High Court: Pietermaritzburg
: Applicants should be in possession of a Grade 12 certificate, 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: Job knowledge, good communication skills (verbal and written), interpersonal relations skills, flexibility, teamwork, planning and organisational skills, computer literacy (MS Office), general, administration/Court related functions regarding court recordings and good customer services.
- DUTIES** : Provide administrative support in pre-recording of court proceedings, render proper recording of court proceedings, perform collection of statistics, provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.
- ENQUIRIES** : Technical Related Enquiries: Mr S Dlamini Tel No: (033) 3458211
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
- APPLICATIONS** : Applications can be sent via email to 2026/55/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

- POST 21/169** : **SECRETARY REF NO: 2026/56/OCJ**
- SALARY** : R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape Provincial Service Centre: Kimberley
 Applicants should be in possession of a Grade 12 certificate. No experience is required. Knowledge and experience of procedures and processes applied in Office Management; understanding of confidentiality, typing as a subject or Secretarial Certificate or any other relevant training or qualification, 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 assess method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Good communication skills (written and verbal), proficiency in Microsoft Office (Word, Excel, PowerPoint outlook, internet, ability to conduct basic research, basic problem-solving skills, good judgement and decision-making skills, assertiveness and confidence to interact at all levels, ability to work under pressure, administrative and organisational skills, sound interpersonal relations, accuracy and attention to details.
- DUTIES** : Administer an online and physical diary of the Director: Court Operations, manage information and data on behalf of the Director: Court Operations, plan and schedule day to day task of the Director: Court Operations, manage telephone calls and convey messages, organise meetings / workshops / conference and functions, draft coherent submission, executive reports, memorandum and letters, type and edit correspondence, receive and attend to visitors, serve refreshment to visitors and/or at identified meetings as indicated by the Director: Court Operations, handle travel arrangements of accommodation flights tickets, subsistence and travel claims and any other tasks as directed by the Director: Court Operations and accompany/ attend meetings.
- ENQUIRIES** : Technical Related Enquiries: Ms L Wymers Tel No: (053) 492 3533
 HR Related Enquiries: Ms P Netshivhale Tel No: (053) 492 3535
- APPLICATIONS NOTE** : Applications can be sent via email to 2026/56/OCJ@judiciary.org.za
 The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 21/170** : **DATA CAPTURER REF NO:2026/57/OCJ**
- SALARY** : R201 093 – R236 877 per annum (Level 04), The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : Land Court: Randburg
 Applicants should be in possession of a Grade 12 certificate. No experience required. A valid drivers' license will serve as an added advantage. Knowledge and skills: Knowledge of clerical duties, practices as well as the ability to capture data, Batho Pele principles, knowledge of working procedures in terms of the working environment, effective communications skills (written and verbal), good interpersonal skills, computer literacy skills, customer services, planning and organising skills, problem solving skills, analytical skills, numeric skills, be flexible, be motivated, able to work under pressure, meticulous and be self-driven.
- DUTIES** : Capture data from available records into the required formats e.g. databases, table, spreadsheet, verify missing data and errors observed during data entry, review and validate all data from the records, submit data and make regular backups of data, update registers and statistics, keep and maintain records and files, ensure records and files are properly sorted and secured, provide information to components, provide support the verification personnel with availing data sources required and files, collect applications for default judgment and taxation from general office, collect correspondence from general office, distribute files and correspondence to Registrars, provide any other support as required by the judiciary, Court Manager and/or supervisor, provide information to responsible components, keep and maintain records and files in an organised method, ensure that all case records / court documents for data capturing are kept safely while in your possession, attend to Attorneys queries with respect to quasi-judicial matters, review and validate all data from the files, open files, sort and distribute incoming data to be captured equally, update registers and statistics.
- ENQUIRIES** : Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 5392

<u>APPLICATIONS NOTE</u>	<p>HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515</p> <p>Applications can be sent via email to 2026/57/OCJ@judiciary.org.za</p> <p>The Organisation will give preference to candidates in line with the Employment Equity goals.</p>
<u>POST 21/171</u>	<u>TYPIST REF NO: 2026/58/OCJ</u>
<u>SALARY</u>	R201 093 – R236 877 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	<p>North West Division of the High Court: Mmabatho</p> <p>Applicants should be in possession of a Grade 12 certificate, No experience is required, a valid driver's license will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Knowledge and skills: Knowledge of legal terminology, Court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele Principles & PSR), computer literacy (Microsoft Office), typing skills (speed 35 words per minute) Dictaphone typing skills, good problem-solving skills, effective communication skills (written and verbal), time management skills, client orientation and customer focus.</p>
<u>DUTIES</u>	Type Court orders, Court documents and reports, type judgements, compile term roll, week roll and un/opposed function motion roll and maintain registers, compile and submit relevant Judgements to Stakeholders.
<u>ENQUIRIES</u>	<p>Technical Related Enquiries: Mr OPS Sebatso Tel No: (018) 397 7004</p> <p>HR Related Enquiries: Ms L Makula Tel No: (018) 397 7064</p>
<u>APPLICATIONS NOTE</u>	<p>Applications can be sent via email to 2026/58/OCJ@judiciary.org.za</p> <p>The Organisation will give preference to candidates in line with the Employment Equity goals.</p>
<u>POST 21/172</u>	<u>SECURITY OFFICER REF NO: 2026/60/OCJ</u>
<u>SALARY</u>	R170 226 – R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	<p>Land Court: Randburg</p> <p>Applicants should be in possession of a Grade 10 certificate or equivalent qualification at NQF level two (02) as recognised by SAQA. A relevant experience required. Basic Security Officer's course registered with PSIRA, a driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations, knowledge of the access control procedures, knowledge of measure for the 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, confidential, interpersonal skills, client service skills, listening skills, problem solving skills, good communication skills, computer skills, time management skills, analytical skills, attention to detail, ability to work under pressure, accountability, be flexible, trustworthy, ability to meet deadlines, Creative, innovative and reliable.</p>
<u>DUTIES</u>	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, utilise walk-through metal detector for the effectiveness of access control, report all the identified security breaches and non-compliance to the Supervisor, ensure that unauthorised persons and dangerous object do not enter the building/premises, ensure that the admission control register is completed and issue admission control documents/ cards as required, 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, 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, report all incidents monitored, report to the Supervisor, report all identified non-compliance to security policy and procedures to improve office security, ensure that security system is in good working condition. monitor all access points for effective access control, monitor all movements, events, and activities within the

department's premises using CCTV equipment's, 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, update the information on the occurrence book/register as and when required, liaise with supervisor to verify information recorded and ensure that recorded information is correct.

ENQUIRIES

: Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316

HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS

: Applications can be sent via email at 2026/60/OCJ@judiciary.org.za

NOTE

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