

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.
- Supreme Court of Appeal:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- Gauteng/ Provincial Service Centre/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.
- CLOSING DATE** : 10 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 Pool Judge's Secretary: Gauteng Division of the High Court: Johannesburg (12 Months contract), Ref No 2026/52/OCJ advertised on Public Service Vacancy Circular 21 dated 19 June 2026 has been withdrawn.

OTHER POSTS

POST 22/71 : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT FACILITATOR, REF NO: 2026/61/OCJ**

SALARY : R487 197 – R584 370.per annum (Level 09). 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 Human Resource Management/ Human Resource Development/ Training and Development or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in Skills Development and Training coordination, of which one (01) year should be at a supervisory level. A valid driver's license, Skills Development Facilitator certificate and Train the Trainer certificate 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 interpretation and knowledge of the National Skills Development Strategy, Public Finance Management Act, Skills Development Act, Skills Development Levy Act, Public Service Regulations, knowledge of the compulsory training programmes in the Public Service and training on various programme, knowledge of PERSAL system, planning, coordination, organising, analytical and people management skills, sound verbal and written Communication skills, presentation skills, high sense of responsibility and accountability, interpersonal, time management skills, attention to details, experience in managing long term training programmes (Learnership, Internship, Workplace Integrated Learning), experience in developing and submitting Workplace Skills Plan and various SETA's reports, project management skills and ability to coordinate, manage and closeup training and development projects, computer literacy in the Microsoft package i.e Word, Excel, PowerPoint, ability to work under pressure and independently and or as part of a team.

DUTIES : Implement the Human Resource Development strategies, conduct skills audit and training need analysis, develop Workplace Skills Plan (WSP) and Annual Training Report (ATR), participate in skills development planning and identify critical and scarce skills within the department, provide inputs to the Departmental Human Resource Plan and other skills development plan initiatives, implement Human Resource Management projects, coordination and facilitation of Orientation and Induction programmes, promote Career Development and Talent Management. Stakeholder Liaison and Coordination, coordinate and provide secretariat and technical advice to the Skills Development Committee (SDC), manage Skills Development Compliance, conduct pre and post training evaluations and measure training effectiveness and impact, coordinate Learning and Development Programmes including facilitation and implementation of mandatory training, bursaries, internships, learnerships, and leadership development programmes, manage the training records, compile governance reports and ensure training and empowerment of subordinates. Manage performance of the subordinates.

ENQUIRIES : Technical Related Enquiries: Ms K Tshoke Tel No: (010) 493 2535
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS NOTE : Applications can be sent via email to 2026/61/OCJ@judiciary.org.za
The Organisation will give preference to candidates in line with the Employment Equity goals

POST 22/72 : **REGISTRAR REF NO: 2026/62/OCJ**
(12 Month Contract)

SALARY : R337 563 - R1 155 777.per annum (MR3-MR5) + 37% in lieu of benefits, Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Supreme Court Of Appeal, Bloemfontein
Applicants should be in possession of an LLB degree or equivalent qualification plus a minimum of two (2) years post qualification experience in a legal profession (certificates of service must accompany the application). MR4: LLB degree or equivalent qualification plus a minimum of 8 years post qualification experience in a legal profession (certificates of service must accompany the application). MR5:

LLB degree or equivalent qualification plus a minimum of 14 years post qualification experience in a legal profession (certificates of service must accompany the application). A valid driver's license, Superior Court or litigation experience and supervisory 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. Knowledge and skills: Knowledge of Case Flow Management. knowledge of the legislative frameworks governing the public service, excellent communication skills (verbal and written), planning and organising skills, problem solving skills, numerical skills, attention to details, professionalism, strong work ethics, conflict management skills, time management and ability to work under pressure.

DUTIES : Coordination of Case Flow Management and administrative support to the judiciary, comply with Court rules and all relevant prescripts, handling taxation of bills of cost, manage the issuing of all processes and initiating of Court proceedings, coordinate appeals and reviews, attend to and execute requests from the judiciary in connection with cases and case related matters, issue/sign Court orders/letters to attorneys/litigants on behalf of the Court, Keep/check and analyse the Court's monthly, quarterly and annual statistics and monitor the submission thereof. Implement effective and efficient administration of court files and records management, deal with the files in terms of the relevant codes and legislation, prepare and present files for audit purposes, ensure the submission of records for translation. attend/oversee to general public queries/correspondences, attend to office management, planning and organizing, manage staff and related HR processes.

ENQUIRIES : Technical Related Enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623
HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4523

APPLICATIONS : Applications can be sent via email to 2026/62/OCJ@judiciary.org.za

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

POST 22/73 : **HUMAN RESOURCE CLERK, REF NO:2026/63/OCJ**

SALARY : R237 453 – R279 708.per annum (Level 5). The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Service Centre Gauteng

REQUIREMENTS : Applicants should be in possession of a Grade twelve (12) Certificate. No experience is required. A three (3) year National Diploma/Degree in Human Resource Management or equivalent qualification at NQF level 6 as recognised by SAQA and PERSAL introduction certificate 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 PERSAL system, knowledge and understanding of the legislative frameworks governing the Public Service, knowledge of Public Service Act, knowledge of Public Service Regulations 2016 as amended, knowledge of storage and retrieval procedures in terms of working environment, Knowledge of Batho Pele Principles, communication skills (verbal and written), administration skills, planning and organising skills, computer skills, time management skills, basic numeracy skills, interpersonal relations, typing skills, customer services orientation, self-management, creative thinking and teamwork.

DUTIES : Facilitate administration of recruitment, selection and appointment processes with the province, identify funded vacant posts, facilitate the request to advertise form, liaise with line managers regarding recruitment activities, coordinate the receiving and sorting of applications, provide support with conducting of shortlisting and interviews, capture fingerprints, provide administrative support service, provide logistical arrangements to meetings, provide secretariat support services to the meetings, compile minutes and memos, handle incoming and outgoing office correspondence, ensure a proper filing system for all the records, compile statistics on all matters relating to Conditions of Service and benefits, provide support to Conditions of Services, capture leave, update leave register, receive appointment and service termination documents, process the resettlement allowance payment on PERSAL, process the injury on duty (IOD) information on compensation fund website, capture appointments and service terminations on PERSAL, provide leave credits to OCJ officials on request, provide administrative support for PMDS, receive and quality assure performance agreements and probation reports, capture performance agreements and probation report on the database, provide support with the Performance Management workshops and awareness of the PMDS system, capture PMDS transactions and training transactions on PERSAL, update and file PMDS records, provide support to HR records management, update HR record management database, ensure recording of all memos received, keep track of safe files and records and quality assures a proper filing system for all the records.

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

<u>APPLICATIONS NOTE</u>	:	HR Related Enquiries: Ms F Lukhele Tel No: (010) 494 8541 Applications can be sent via email to 2026/63/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 22/74</u>	:	<u>REGISTRAR'S CLERK, REF NO:2026/64/OCJ</u>
<u>SALARY</u>	:	R237 453 – R279 708.per annum (Level 5). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Land Court: Randburg Applicants should be in possession of a Grade twelve (12) Certificate. No experience is required. A valid driver's license will serve as 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), communication skills, numeracy skills, interpersonal skills, problem solving and analysis skills, time management skills, administrative skills, ability to work under pressure, self-motivated, accuracy, ability to work independently, attention to detail, teamwork and flexible.
<u>DUTIES</u>	:	Register/ allocate case numbers to all pleadings and Court documents received, ensure that the files have been served to all parties concerned, draw up files for the litigants/Attorney, update the file of return service/s proof services, safe-keep and dispose of case records, 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 systematically recording of Court files, Keep record of requests received from litigants, 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, 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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/64/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 22/75</u>	:	<u>ADMINISTRATION CLERK (DCRS), REF NO:2026/65/OCJ</u>
<u>SALARY</u>	:	R237 453 – R279 708.per annum (Level 5). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Land Court: Durban Applicants should be in possession of a Grade twelve (12) Certificate. No experience is required. A valid driver's license, appropriate experience in general administration or Court related functions 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 digital recording process e.g. system tests, recording equipment is properly functional, fault reports, knowledge of Court proceedings, knowledge of digital filing system, knowledge of manual filing system, technical skills, communication (written and verbal), interpersonal relations, typing, computer literacy (MS Office), planning and organising skills, administration skills, ability to work under pressure, ensure correctness of annotations, team participation, understanding of confidentiality in Government, flexible and ability to pay attention to details.
<u>DUTIES</u>	:	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, 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, 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, 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: 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 2026/65/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 22/76 : **USHER MESSENGER SUPERVISOR, REF NO:2026/66/OCJ**
Re-advertisement, candidates who previously applied are encouraged to apply.

SALARY : R237 453 – R279 708.per annum (Level 5). The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Division High Court, Cape Town
REQUIREMENTS : Applicants should be in possession of a Grade 12 certificate. A minimum of two (2) years' experience as an Usher Messenger. A valid driver's license will serve as 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 legislations, planning and organising skills, supervisory skills, communication skills, good interpersonal skills, decision making skills, listening skills, computer skills, attention to detail and ability to work under pressure.

DUTIES : Allocate Usher messengers to the Judiciary for provision in the Court room and for the Judge' Chambers, draft the final Court roll per day for all civil trials & opposed matters, appeals & criminal matters, including postponed matters, provide administration support functions to the Judges and staff in the unit, ensure Usher messengers follow security and confidentiality procedures when handling official documents, compile monthly statistics to evaluate productivity of Usher messengers, conduct in-house training of officials, coordinate tasks allocated to assist the office of the Judge President and Deputy Judge President, facilitate collection and delivery of post to and from the post office, coordinate and distribute Court rolls on the notice boards to the relevant judiciary, provide support with the scheduling of Court matters, negotiate the Court rooms allocation with Judges in times of shortages, allocate Court rooms based upon the type of case, needs of the case and the Judicial Office, ensure that the relevant signs are placed relating to accused person seating arrangements in criminal matters, determine the needs from Judges relating to Court rooms, ensure IT is informed of MS Teams or Court online cases set up requirements for specific Courts, provide support with re-arrangement of Court rooms for special functions such as memorials, provide support to legal practitioners with oversees exhibits for use in courtroom, attend to media outlet set up in Courts once approved by the Judge/Court Manager, distribute the files between Judges & the administration offices, collect motion files from the typist to the Judges and deliver to the usher/ Court and Judges chambers, sort, check and monitor safekeeping of the Court files, circulate Court rolls according to the distribution list, ensure that files are taken by the usher to typists when matter is finalized, supervise the collection and distribution of court files, ensure that ushers return to court after adjournments and remain in court, ensure general supervision of employees, allocation of duties and quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees, manage performance, conduct and discipline of employees, ensure that all employees develop, implement and monitor work systems and processes to ensure efficient functioning, assist in other administration sections during term and recess as requested by Chief Registrar and Court Manager.

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 2026/66/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 22/77 : **FOOD SERVICE AID, REF NO:2026/59/OCJ**

SALARY : R170 226 - R200 523.per annum (level 3). The successful candidate will be required to sign a performance agreement.

CENTRE : Land Court: Randburg
REQUIREMENTS : Applicants should be in possession of NQF Level 01 or 02 (Abet level 02 certificate or equivalent qualification. Previous experience in hospitality 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 of relevant legislations, good interpersonal skills,

good communication skills (verbal and written), planning and organising skills, listening skills, highly responsible with good work ethics, ability to work under pressure, patience, confidence, active, creative and innovative, ability to meet deadlines and ability to pay attention to detail.

DUTIES

: Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures, maintain quality control measures of all food provided, removal of garbage disposal, prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks), setup and convey crockery, cutlery and equipment to dining areas, serve food and beverages, wash dishes, responsible for food supplies and report waste and losses, remove all kitchen waste, pack supplies received in the food storage areas, ensure serviceability of equipment and report any defects or shortage, set tables including decoration, ensure only authorised personnel have access to kitchen and to consume meals, apply safety measures in work environment, adhere to elementary control measures and standard operating procedures.

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 2026/59/OCJ@judiciary.org.za

NOTE

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