

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 (Act 55) 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.
- CLOSING DATE** : 17 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 exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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 of 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 23/136 : **ASSISTANT DIRECTOR: FINANCIAL SYSTEMS (FUNCTIONAL) REF NO: 2026/67/OCJ**
(12- Months Contract)
Re advertisement, Candidates who previously applied are encouraged to reapply.

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 REQUIREMENTS : National Office: Midrand
Applicants should be in possession of a National Diploma in Accounting/Financial Management/Information Systems or relevant equivalent qualification at NQF level 6 or. A minimum of three (3) years' experience in Financial Systems environment. Extensive understanding of the LOGIS systems and Basic Accounting Principles. Sound knowledge and understanding of the PFMA and Treasury Regulations. 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: Ability to conduct financial analysis. Required technical proficiency. Planning and organizing. Problem solving and decision making. Customer focus and responsiveness. Prepare reports and proposals related to the Department's strategic and operational plans. Strong analytical skills. Advanced computer skills and good communication skills.

DUTIES : Handle daily operations of the LOGIS system and deliver ongoing support to the system users. Investigate user requests and provide solutions to all functional related system queries. Log departmental requests with National Treasury. Escalate queries that are long outstanding to management. Monitor and update item classifications, accountability, reporting categories and ensure alignment with financial reporting standards. Maintain a knowledge base of frequently asked questions and solutions. Track unresolved issues and follow up with relevant stakeholders. Assist with the implementation of procurement system. Assist in creation of regional Logis stores. Support function on newly implemented LOGIS stores. Ensure the correctness of control files during implementation which ensures data integrity. Reporting on progress with implementation of new LOGIS Stores. Verify and uphold the system's operational integrity and functionality through regular quality checks. Facilitate LOGIS functional training to system users. Maintain the administration of LOGIS to ensure reliable record keeping for audit purposes and ensure that filing is completed daily. Submit monthly, quarterly and annual reports to the Manager to assist in the monitoring of achievement of the objective for Financial Systems sub-division.

ENQUIRIES : Technical Related Enquiries: Ms. Buntu Sompini Tel No: (010) 493 2588 / 069 310 7419

HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
APPLICATIONS : Applications can be sent via email to: 2026/67/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with Employment Equity goals.

POST 23/137 : **SENIOR SECURITY OFFICER REF NO: 2026/68/OCJ**

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

CENTRE REQUIREMENTS : Constitutional Court: Braamfontein
Applicants should be in possession of a three year National Diploma in Security or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience of which two (2) years should be at Security Supervisor level. A valid driver's license, a valid Grade 'A' Private Security Industry Regulations Authority (PSIRA) accredited certificate. 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 the Access to Public Premises and Vehicles Act, access control procedures, security-related legislation, prescribed security procedures (including MISS, NISA and the Protection of Information Act), emergency procedures, control of equipment and stores and Batho Pele Principles. Computer literate, good communication, numerical, organizing, supervisory, time management, problem solving and analysis, planning, listening, project management, ability to work independently and teamwork, confidentiality, time bound, assertive, self-motivated, flexible, honesty and integrity.

DUTIES

: Conducting security investigations, reporting security incidents, and implementing measures to protect the Judiciary, court users, officials and assets. Liaising with law enforcement and security stakeholders on investigations, information leakages and security breaches. Coordinating security arrangements for official events and high-profile court proceedings. Identifying and assessing security risks, conducting threat and risk assessments, and implementing risk mitigation strategies. Ensuring the effective provision of security services, including monitoring alarm systems, investigating incidents and reporting faulty security equipment. Administer control room operations, including access control, CCTV monitoring, incident reporting, footage reviews, and maintaining security registers. Supervising security personnel by managing shift rosters, leave, performance, discipline, training, and compliance with Occupational Health and Safety requirements. Ensuring adherence to departmental security policies, procedures and service standards by both internal and outsourced security personnel.

ENQUIRIES

: Technical Related Enquiries: Ms. Z Sondlo Tel No: (011) 359 7400
HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400

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