**ANNEXURE J**

**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** : **Gauteng/Johannesburg/Pretoria**: 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.
**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.
**Eastern Cape Provincial Service Centre/Gqeberha/ East London:** 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** : 11 September 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 the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements 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. 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, social media, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance

agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

**OTHER POSTS**

**POST 31/59** : **LAW RESEARCHER REF NO: 2026/116/OCJ**

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

**CENTRE** : Gauteng Division of The High Court: Pretoria

**REQUIREMENTS** : Applicants should be in possession of an LLB Degree at (NQF level 8) as recognised by SAQA. A minimum of three (3) years' legal research experience. Superior court or litigation experience/A valid driver's license will be an added advantage. Knowledge and skills: Knowledge of Basic Conditions of Employment Act and related labour laws & Departmental policies, knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practise Manual of the Court, sound understanding of South African law and judicial system, Interpretation and application of the law and Batho Pele Principles. Skilled in communication (verbal & written), problem solving, decision-making, excellent research and analytical skills, report writing and editing, financial management, strategic, presentation, planning and organising, computer literacy (Word, PowerPoint and Excel), applied strategic thinking, budgeting and financial management, communication and information management, customer focus and responsiveness, diversity management, impact and Influence, managing of interpersonal conflict, networking and building bonds, project management and team leadership.

**DUTIES** : 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, study all the relevant material and provide a thorough analysis thereof, 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 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 and footnotes in all 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. 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: Mr PA Nkone Tel No: (012) 492 7606
HR Related Enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515

**APPLICATIONS** : Applications can be sent via email to 2026/116/OCJ@judiciary.org.za

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

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| **POST 31/60** | : | **PRINCIPAL LIBRARIAN REF NO: 2026/117/OCJ** |
| **SALARY** | : | R413 001 – R486 501 per annum (Level 08). 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 National Diploma in Library Science/ Information Science or equivalent qualification at NQF level 6 as recognised by SAQA. A minimum of two (2) years' experience in Library Services. A valid drivers' license will serve as an added advantage. Knowledge and skills: Knowledge of Library and Information Science matters, Library prescripts, legislation, procedures, processes and library services. knowledge of free legal sites to access information, knowledge of online databases (LexisNexis, Juta stats, Westlaw, Sabinet and SAFLII); understanding of information management and research skills to retrieve information; Basic understanding the Constitution act, 1996, Promotion of access to Information Act, 2 of 2000 and Protection of Personal Information Act, 4 of 2013. Batho Pele Principles, skilled in communication, planning and organising, computer literacy (Microsoft Office). customer services, supervisory skills, report writing, interpersonal relations, research and analytical skills. |
| **DUTIES** | : | Monitor the collection, cataloguing and publications of Library materials within the court, identify and select the relevant material to be procured at court Library in accordance with library policies and guidelines. Assess the relevance and currency of the library collection and make recommendations for additions, removals, or updates, organise and catalogue legal materials to ensure easy retrieval by legal professionals. Apply appropriate classification systems and metadata to enhance the accessibility of the collection and barcoding of Library material, monitor the usage of library information resources both hard copies and soft copies (online resources), monitor serial publications, receiving of amendments and updating of loose-leaf subscriptions and binders, facilitate the submission of standing orders for the court, monitor the rendering of library and Information Services to Judiciary, monitor circulation desk services and helpdesk roster, implement digital tools and technologies to enhance information retrieval processes, keep update on emerging technologies relevant to legal research and library management and integrate into the library's operations, monitor the digital resources, including electronic databases, legal research tools and online subscriptions. Facilitate interlibrary loans to ensure access to materials not available within the court's own collection, monitor the circulation handed down judgments both pdf and word version to Publishers and external stakeholders on request, ensure the circulation of finalised Judgments of interest to other Judges, provide reference assistance and library awareness within the court, provide reference assistance to judges, lawyers, court staff and the public. provide support with legal research, citation verification and locating relevant legal precedents. Conduct training sessions for legal professionals on effective legal research methods and the use of legal databases, keep legal professionals informed about recent developments in the law through newsletters, alerts and other current awareness services. Advocate for the importance of the library within the court system and promote awareness of its resources and services, coordinate and monitor effective Library Administration, coordinate Library Services staff meetings, provide support in the coordination of Library Committee meetings, provide support in the facilitation of online trainings by Juta, LexisNexis and Sabinet for Judges, Judges Secretaries, Registrars and Law Researchers. Monitor quarterly Budget allocations for the Library, coordinate and monitor the procurement process with Supply Chain Management for new purchases, monitor internal asset verification schedule and assets register, coordinate and monitor the disposal of approved Library publications for donations, supervise and develop staff, ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries, provide advice and guidance on asset allocation and control. |
| **ENQUIRIES** | : | Technical Related Enquiries: Ms. Linah Madisha Tel No: (010) 494 8466 |

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

**APPLICATIONS** : Applications can be sent via email to 2026/117/OCJ@judiciary.org.za

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

**POST 31/61** : **INTERNAL AUDITOR REF NO: 2026/118/OCJ**

**SALARY** : R338 106 – R398 277 per annum (Level 07). 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 Internal Audit or equivalent qualification at NQF level 6 as recognised by SAQA. A minimum of two (2) year's experience in the relevant field. Knowledge of information technology (IT) audits. A valid drivers' license will serve as an added advantage. Knowledge and skills. Knowledge of the Global Internal Audit Standards (GIAS) developed by the Institute of Internal Auditors, Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, Public Service Act, International Financial Reporting Standards, Recognised accounting standards, Auditor General Processes and Procedures. Knowledge of DPSA ICT and Governance Framework. Computer literate, Good communication skills, Numerical skills. Ability to work under pressure, flexible, and self-confident. Skilled in computer literacy, communication, numerical skills, organising, supervisory, time management, problem solving, analysis and decision making.

**DUTIES** : Participate in the development of strategic internal audit plan and annual internal audit plans. assist with audit planning, perform execution of audit projects, prepare findings for audit fieldwork and perform follow up audits, provide support to the organisation in maintaining efficient and effective control by evaluating the department's controls/objectives, keep abreast with new developments in the internal audit environment, provide support with audit assignments to ensure an effective internal audit service and render administrative tasks in support of the audits.

**ENQUIRIES** : Technical Related Enquiries: Mr. T. Mokgope, Tel No: (010) 493 2500
HR Related Enquiries: Ms K Mphela Tel No: (010) 494 2527

**APPLICATIONS** : Applications can be sent via email to 2026/118/OCJ@judiciary.org.za

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

**POST 31/62** : **HUMAN RESOURCE CLERK REF NO: 2026/119/OCJ**

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

**CENTRE** : Eastern Cape Provincial Service Centre

**REQUIREMENTS** : Applicants should be in possession of Grade twelve 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. A minimum of one (1) year experience in Human Resource environment will be an added advantage. Knowledge and skills: Knowledge of PERSAL system, knowledge and understanding of legislative framework governing the public service, Public Service Act, Public Service Regulations 2016, storage and retrieval procedures in terms of working environment, Batho Pele Principles. Skilled in communication (verbal and written), administration, planning and organising, computer literacy (Ms Office), time management, basic numeracy, interpersonal relations, typing, minute taking. Along with following attributes: customer service orientation, self-management, self-motivated, creative thinking, teamwork, ambitious, time bound, assertive and flexible.

**DUTIES** : Facilitate administration of recruitment, selection and appointment processes within 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 filling system for all the records, compile statistics on all matters relating to Conditions of Service and benefits, 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, records and quality assure a proper filling system for all the records.

**ENQUIRIES** : Technical and HR Related Enquiries: Ms. Z Sulo Tel No: (087) 086 6929
**APPLICATIONS** : Applications can be sent via email to 2026/119/OCJ@judiciary.org.za
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 31/63** : **SECURITY SUPERVISORS (X3 POSTS)**

**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: Pretoria Ref No: 2026/120/OCJ (X2 Posts),
Gauteng Division of The High Court: Johannesburg, Ref No: 2026/121/OCJ

**REQUIREMENTS** : Applicants should be in possession of Grade 12 certificate. A minimum of one (1) year experience in the relevant field. Grade B PSIRA certificate, a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of the access control procedures, measures for the control and movement of equipment and stores, prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures Security Policy and Procedures, Access to Public Premises and Vehicle Act, OHS Act, 85 of 1993. Skilled in computer literacy (MS Office), communication (verbal & written), supervisory, problem-solving, decision making, interpersonal relations, listening, planning and organising skills. Along with the following attributes: team worker, reliability and accountability, trustworthy, flexible, attention to detail, ability to work under pressure and confidence.

**DUTIES** : Supervise the security functions performed by the security officer's/service providers, authorise the equipment, documents and stores into or out of the building or premises, inspect and report all none functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, security lights and etc.), check incidents / occurrence books/registers, monitor and provide support in case of emergencies, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards, monitor access control to prevent unauthorised entry in buildings and other premises, provide security related services, identify risks and threats to the security of the department, provide information regarding incidents to investigating officers, conduct preliminary incident investigations and submit reports, report faulty equipment/systems, ensure systems are functioning optimally through scheduled services, monitor and respond to alarm system, administer all control room operations to safeguard the department`s assets, supervise all control room activities, report all incidents and any identified non-compliance relating to security prescripts, review of footages upon request through proper procedure, update all registers for the incidents observed, provide support to administration and related functions, determine rosters, shift schedules and overtime, control leave and related personnel matters in line with HR procedures and prescripts, administer key control system, monitor performance of employees and determine training needs.

**ENQUIRIES** : Technical Related Enquiries: Mr. G Ingram Tel No: (010) 494 8534
HR Related Enquiries: Ms. T Mbalekwa Tel No: (010) 494 8515

**APPLICATIONS** : Applications can be sent on the via email on the below addresses:
Pretoria: 2026/120/OCJ@judiciary.org.za
Johannesburg: 2026/121/OCJ@judiciary.org.za

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

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| **POST 31/64** | : | **USHER MESSENGER REF NO: 2026/122/OCJ** |
| **SALARY** | : | R170 226 - R200 523 per annum (Level 03). The successful candidate will be required to sign a performance agreement. |
| **CENTRE** | : | Eastern Cape Division of The High Court: Gqeberha |
| **REQUIREMENTS** | : | Applicants should be in possession of Grade 10/ABET level three (3). A minimum of one (1) year' relevant experience/a driver's license will serve as an added advantage. Knowledge and skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, MS Office package with experience in word processing, Outlook, Power Point and Excel. Office administration, knowledge and understanding of the legislative framework governing Public Service, Batho Pele principles. Skilled in communication (verbal & written), problem solving, public relations, monitoring and analytical, computer literacy (MS Teams), planning, organising, report writing and typing. |
| **DUTIES** | : | Render administrative support functions to the Judges and the Court Room, escort members of the bench to and from court and attend Judges' chambers with counsel, facilitate order in court rooms before calling the Judges in, organise the court crew and inform them of the starting times in line with the daily court roll, maintain silence and order in the court rooms when Judges enter or leave, check the correctness of motion court rolls, generation of copies and dissemination according to the distribution list, maintain Court Rooms' records, check and arrange the criminal and civil files (to be taken to the court rooms), report the missing files to the Judges, file/ archive the documents, registers, etc. Facilitate the smooth- running of the court rooms, assist with the scheduling of court matters (motion opposed), arrange the representation of cases, negotiate the Court Rooms allocation with Judges in times of Court Room shortages, collect and distribute court files, sort and check the court files, keep the court files safe and Circulate Court rolls according to the distribution list. |
| **ENQUIRIES** | : | Technical Related Enquiries: Ms. P Boya-Nyhiba Tel No: (041) 502 6626<br>HR Related Enquiries: Ms. Z Sulo at (087) 086 6929 |
| **APPLICATIONS** | : | Applications can be sent via email to 2026/122/OCJ@judiciary.org.za |
| **NOTE** | : | The Organisation will give preference to candidates in line with the Employment Equity goals. |