ANNEXURE M

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

KwaZulu-Natal/Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000. Application can also be hand delivered to Office of the Chief Justice Durban High Court, Human Resource Office, Ground Floor, Corner Somsteu Road and Stalwart Simelane Street, Durban, 4000

Gauteng/Johannesburg: 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.

Mpumalanga/Middleburg/Mbombela: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.

Free State/Bloemfontein: 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 Division of the High Court, Cnr President Brand and Fontein Street, Bloemfontein, 9301.

CLOSING DATE : 11 December 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 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. 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/. 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) candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and

integrity. Each application form must be fully completed, duly signed and initialled 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.

MANAGEMENT ECHELON

POST 43/141 : **DIRECTOR: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) INFRASTRUCTURE AND OPERATIONS REF NO: 2026/189/OCJ**

SALARY : R1 317 384 – R1 551 807 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a Performance Agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants should be in possession of a three (3) year degree in ICT/Information Systems/Computer Science or equivalent qualification at NQF level seven (7) with 360 credits as recognised by SAQA and an ITIL certification. A relevant postgraduate qualification and certificate in Information Security/ICT Governance/MCSE will serve as an added advantage. A minimum of five (5) years' experience in ICT Infrastructure and Operations management. Five (5) years of experience at middle/senior management level and a valid driver's license. Successful completion of the Nyukela Public Service Pre-entry Programme as endorsed by the National School of Government (NSG), prior to the appointment. Be in a position to provide leadership and guidance to a team of specialists, extensive experience in Data Centre Operations and Maintenance, LAN/ WAN design, deployment and Support, Unified communications, IT Services Management, ICT Systems Security & ICT Business Continuity. Knowledge and skills: Knowledge of software applications maintenance and support, including O365 packages and Windows Servers, Knowledge of relevant Legislation, Standards, frameworks, DPSA directives and current trends in the field of ICT, Network management and security tools and solutions; Data Centre management and troubleshooting of servers, end user computers, implementation of Minimum Information Security Standards; ISO Standards and ITIL. Skilled in strategic capability and leadership, programme and project management, financial management, problem solving and analysis, people management and empowerment, client orientation and customer focus.

DUTIES	:	ICT Infrastructure management, IT Operations, ICT Service Management, Unified Communications and Information Systems Security, manage and oversee the ICT operations service; i.e. develop policies, procedures, plans and architectures required for ICT operations, oversee the ICT service management, provide appropriate End User support to National Office and all courts with standard hardware, software and voice/data network solutions as appropriate in accordance with standards, policies and procedures, provide configurations management, manage the provision of high availability of system through secured and stable ICT Server & Storage infrastructure (Cloud & On-premises Data Centres), plan and provide systems administration support services to enable business processes and to support business outcomes, ensure the provision of secure and stable ICT Network infrastructure; i.e. Wide Area Networks & Local Area Network (WIFI included) for OCJ Centres, provide collaboration platforms and technologies, manage the provision of Cybersecurity, ICT Risks and Compliance, provide the ICT security governance, coordinate the ICT Risks and Compliance, provide ICT Business Continuity including Disaster Recovery, manage Contracts and Service Level Agreements of the Directorate, ensure effective and efficient ICT Asset Management (tangible and intangible assets), manage the Directorate Budget, HRM and Development, Operational Plans and other related administrative functions, provide regular monitoring and reporting to Governance structures, ensure ICT operations compliance in accordance with ICT standards, policies and procedures.
ENQUIRIES	:	Technical Enquiries: Ms N Nengovhela Tel No: (010) 493 8751 HR related enquiries: Mr SW Mekoa Tel No: (010) 493 2500
APPLICATIONS	:	Applications can be sent via email to 2026/189/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

OTHER POSTS

POST 43/142	:	**REGISTRAR'S CLERK REF NO: 2026/190/OCJ**
SALARY	:	R237 453 – R 279 708 per annum (Level 05), The successful candidate will be required to sign a performance agreement
CENTRE	:	KwaZulu-Natal Division of The High Court: Pietermaritzburg
REQUIREMENTS	:	Applicants should be in possession of a Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. A valid driver's license will serve as an added advantage. Qualification (NQF 6) in the relevant field will be an added advantage. Knowledge and skills: Skilled in administration, communication (written and verbal), computer literacy (MS Office), interpersonal, problem solving and numeracy. Along with the following attributes: ability to work under pressure and attention to detail
DUTIES	:	Perform clerical and administrative work within the Court, register/ allocate case numbers to all pleadings and court documents received, ensure that the files have been served on 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, handle court request files, 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 systematical recording of court files, keep record of requests received from litigants, render case management duties, 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, provide support with administrative registrar, 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, safe-keep and dispose of case records.
ENQUIRIES	:	Technical Enquiries: Mr M Zondi Tel No: (033) 345 8211 HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
APPLICATIONS	:	Applications can be sent via email to 2026/190/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 43/143	:	**SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2026/191/OCJ**
SALARY	:	R237 453 – R 279 708 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 twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. National Diploma in Supply Chain Management/ Economics/ Finance/ Financial Management/ Procurement/ Logistic/ Public Administration or relevant qualification at NQF level six (6) with 360 credits as recognised by SAQA will serve as an added advantage. Knowledge and skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics, basic knowledge and insight of the Public Service financial, legislation, procedures and Treasury regulations (PFMA, PSA, DFI), knowledge of basic financial operating systems (BAS), basic knowledge of work procedures in terms of work environment, knowledge of legislative framework governing the public sector and Batho Pele Principles. Skilled in communication (verbal & written), problem solving, public relations, monitoring and analytical, computer literacy (MS Teams), planning and organising, report writing and typing
DUTIES	:	Verify the invoices on quantity, price, VAT, item description and supplier details to address and the VAT registration number, where applicable, capture correct formation on JYP which will be defaulted to the Creditor payment advice, attach all the relevant prescript documentation to the Creditor Payment Advice, maintain a computerised or manual register of all payments processed to track the status of such invoices, provide pertinent information on the state of Department's creditors to the DCO and Director Finance, maintain and update the Procurement Status Report with detail of the relevant transactions, compile and maintain records (asset records/ database), check and issue furniture, equipment and accessories to components and individuals, identify redundant, non-serviceable and obsolete equipment for disposal, verify asset register, carryout and implement preference points system with appropriate goals per commodity in terms of preferential procurement policy objectives, provide secretariat or logistical support during the bid consideration and contracts conclusion process, check If there is a VAT number, distribute store items to the end-user in the absence of the responsible person, maintain a PCC file with all the relevant documents, verify if contract existing in a PO should be placed for the item on contract, verify and capture source documents and place the order with the supplier, verify the price on the quotation or competitive bidding method of procurement should be applied within the delegated authority, draft Letters of Awards in cases of the unavailability of JYP and other urgent circumstances, send properly signed purchase orders in regard of all goods and service requests to suppliers which is endorse with the official stamp, provide support in monthly reporting for supply chain management department, administer supply chain day-to-day duties for procurement of goods and services, ensure proper filling, recording and safe keeping of documents for audit purposes and administration of stores and compile SCM reports on orders issued.
ENQUIRIES	:	Technical related enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS	:	Applications can be sent via email to 2026/191/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 43/144	:	**DATA CAPTURER REF NO: 2026/192/OCJ**
SALARY	:	R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Mpumalanga Division of The High Court: Mbombela
REQUIREMENTS	:	Applicants should be in possession of a Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. Qualification (NQF 6) in the relevant field will be an added advantage. A valid driver's licence 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, clerical duties, practices as well as the ability to capture data, knowledge and understanding of the legal framework governing the public service, working procedures in terms of the working environment, knowledge on HAST program and records management and Batho Pele principles. Skilled in communication, problem solving, public relations, monitoring and analytical, computer literacy (MS Teams), planning and organising, report writing and typing.

DUTIES : Render data capturing service, capture data from available records into the required formats e.g. databases, table, spreadsheet, verify query 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, conduct pre-recording and record of Court proceedings, report faults experienced during fault diagnosing process and log queries to helpdesk, capture court roll from the Court list/ books and pre-schedule the cases prior to commencement of the Court proceedings, record Court proceedings as per the level of Court appearance, add parties details per Court appearance and related annotations for the case type in session, transfer Court recordings to the site server in 15min intervals, render efficient and effective general administrative services, save and scan Court documents as requested, report all IT problems immediately to supervisor, provide information to responsible components, ensure that all case records / Court documents for data capturing are kept safe while in your possession, verify and quality control data, review and validate all data from the records, sort and distribute incoming data to be captured equally, update registers and statistics.

ENQUIRIES : Technical related enquiries Ms RS Ledwaba Tel No: (013) 758 0000
HR related enquiries: Mr SJ Zwane / Mr MT Makgosa Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email to 2026/192/OCJ@judiciary.org.za

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

POST 43/145 : **DATA CAPTURER REF NO: 2026/193/OCJ**

SALARY : R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

CENTRE : Free State Division of The High Court: Bloemfontein

REQUIREMENTS : Applicants should be in possession of a Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. Qualification (NQF 6) in the relevant field will be 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, clerical duties, practices as well as the ability to capture data, Knowledge and understanding of legal framework governing the Public Service, working procedures in terms of the working environment, HAST program and records management and Batho Pele principles. Skilled in communication, problem solving, public relations, monitoring and analytical, computer literacy (MS Teams), planning and organising, report writing and typing.

DUTIES : Capture data from available records into the required formats e.g data bases, table, spreadsheet, verify, query missing data and errors observed during data entry, review and validate all data from the records, submit data and make regular backup of data, update registers and statistics, keep and maintain recorded and files, report faults experienced during fault diagnosing process and log queries to helpdesk, capture court roll from the court list/books and pre schedule the cases prior to commencement of the Court proceedings, record court proceedings as per the level of court appearance, ad parties' details per court appearance and related annotations for the case type in session, transfer court recordings to the site server in 15 min intervals, save and scan court documents as requested, report all IT problems immediately to supervisor, provide information to responsible components, ensure that all case records / court documents for data capturing are kept safe while in your possession, review and validate all data to be captured equally, update registers and statistics.

ENQUIRIES : Technical related enquiries Mr. S.P Mathibeli Tel No: (051) 492 4563
HR related enquiries: Ms. D. Peters Tel No: (051) 492 4573

APPLICATIONS	:	Applications can be sent via email to 2026/193/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.