

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

- Eastern Cape:** 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.
- North West:** 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, Mmabatho.
- Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatje Drive, Room B107, Kimberley.
- Western Cape:** Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, Cape Town

CLOSING DATE

22 AUGUST 2025

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. 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 fully complete, sign and initial the application form will lead to 40 disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be 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

POST	SENIOR COURT INTERPRETER, REF NO: 2025/202/OCJ
SALARY	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
CENTRE:	EASTERN CAPE DIVISION OF THE COURT: GQEBERHA
REQUIREMENTS	Applicants should be in possession of grade twelve (12) and ten (10) years' practical experience in court interpreting or a 3 years National Diploma (NQF 6) in Legal interpreting or equivalent qualification on NQF Level 6 (360 credits) and a minimum of three (3) years practical experience in court Interpreting, Proficiency in English and two indigenous languages mainly in IsiXhosa and Afrikaans. Candidates will be required to undergo oral written language proficiency testing. A valid driver's license will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal), computer literacy (MS Office), good interpersonal skills, ability to work to work under pressure and solve problems, Accuracy and attention to detail, customer service. 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.
DUTIES	Rendering interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions of the Judiciary, court Manager and Supervisor as and when is required.
ENQUIRIES APPLICATIONS	Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217 Applications can be sent via email at 2025/202/OCJ@judiciary.org.za
POST	ADMINISTRATION CLERK: LEGAL, REF NO: 2025/203/OCJ
SALARY	R228 321.00 – R268 950.00 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
CENTRE	WESTERN CAPE PROVINCIAL SERVICE CENTRE
REQUIREMENTS	Grade twelve (12) or equivalent qualification. Zero (0) – two (2) years' experience in a legal environment will be an added advantage. An LLB Degree qualification will be an added advantage. Driver's license will serve as an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations, Research

	skills, Communication skills (verbal and written) including presentation skills; Minute taking skills and report writing skills; Problem solving and decision making and time management skills, Good reporting and planning skills, Creative and analytical thinking skills, Computer literacy (Ms Office).
DUTIES	Conduct Legal Research for the Regional Court President/Chief Magistrate (as and when required), Compilation of statistics (Submission to Monitoring & Evaluation unit, reconcile manual and electronic statistics), Audit readiness and data purification; Case flow management; Assisting Regional Court Registrar and members of the public, provide administrative support in general as requested by the Court Manager and Supervisor.
ENQUIRIES	Technical related enquiries: Ms. N Hanekom Tel No: 021 480 2635
APPLICATIONS	HR related Enquiries' Mr SD Hlongwane Tel No: (021) 469 4032/8 72
NOTE	Applications can be sent via email at 2025/203/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals
POST	ADMINISTRATION CLERK: DCRS, REF NO: 2025/204/OCJ
SALARY	R228 321.00 – R268 950.00 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
CENTRE	WESTERN CAPE DIVISION OF THE HIGH COURT: CAPE TOWN
REQUIREMENTS	Grade 12, NQF level 6 or 7 in the related field will be an added advantage, Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management will serve as an advantage, Driver's license will serve as an advantage, Skills and Competencies: Good communication (written and verbal), Advanced computer literacy (MS Office), Good interpersonal skills, good public relations skills, ability to work under pressure and to solve problems, customer service, document management, understanding of confidentiality in Government.
DUTIES	Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof, record court proceedings, provide administrative support in general in the court and perform case flow management related functions including court on line functions, provide any reasonable administrative support as required by the Judiciary, Court Manager and /or supervisor or Chief Registrar.
ENQUIRIES	Technical/HR related enquiries: Mr SD Hlongwane Tel No: (021) 469 4032/872
APPLICATIONS	Applications can be sent via email at 2025/204/OCJ@judiciary.org.za
NOTE	The Organisation will give preference to candidates in line with the Employment Equity goals

POST	ADMINISTRATION CLERK: LEGAL, REF NO: 2025/205/OCJ
SALARY	R228 321.00 – R268 950.00 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
CENTRE	NORTH WEST DIVISION OF THE HIGH COURT: MMABATHO
REQUIREMENTS	Grade 12, No experience required, A minimum of NQF level 6 in the related field will be an added advantage, Skills and Competencies: Knowledge of public services legislation, prescripts and regulations, Library and information science matters, Procedures and processes, Knowledge of law subjects and legal phrases, Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills.
DUTIES	Conduct Legal Research for the Regional Court President/Chief Magistrate, Compilation of statistics, Case flow management. Assisting Regional Court Registrar and members of the public, provide administrative support in general as requested by the Court Manager and Supervisor.
ENQUIRIES	Technical Enquiries: Mr O Sebatso Tel No: (018) 397 7064 HR Enquiries Ms K Zwane Tel No: (018) 397 7114
APPLICATIONS NOTE	Applications can be sent via email at 2025/205/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
POST:	HUMAN RESOURCE CLERK, REF NO: 2025/206/OCJ
CENTRE	PROVINCIAL SERVICE CENTRE: POLOKWANE
SALARY	R228 321.00 – R268 950.00 per annum. (Level 05). The successful candidate will be required to sign a performance agreement
REQUIREMENTS:	Matric Certificate. A three (3) year National Diploma/Degree in HRM/or equivalent qualification at NQF level 6 as recognised by SAQA will be an added advantage. Skills and Competencies: Knowledge of Persal system, Knowledge of Public Service Act, Knowledge of Public Service Regulations 2016, Knowledge of Treasury Regulation, Knowledge of Performance management and Development processes, Knowledge of Employment Equity Act and other legislation prescript. Communication skills (verbal and written), Administration skills, Planning and organizing skills, Exceptional Interpersonal skills, Computer skills, Report writing skills, Negotiation skills, Problem solving and analysis skills, Conflict resolution skills, Decision making skills
DUTIES:	Facilitate administration of recruitment, selection and appointment processes with the Province, Implementation of Transactions on PERSAL system in respect of appointments, Injury on duty, Long

ENQUIRIES:	service recognitions, pensions, transfers, Housing allowance, performance management, Training and Service termination, Technical enquiries : Mr. A.I Nemukula – 015 495 1745
APPLICATIONS NOTE	HR related enquiries: Ms R.F Mathobela Tel No: (015) 495 1744 Applications can be sent via email at 2025/206/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals
POST	USHER MESSENGER, REF NO: 2025/207/OCJ
SALARY	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
CENTRE	NORTHERN CAPE DIVISION OF THE HIGH COURT: KIMBERLEY
REQUIREMENTS	Grade 10/ABET (NQF level 2). No experience required. A valid driver's license. A minimum of one (1) year relevant experience in the field will be an added advantage. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills, Good interpersonal skills, Time management skills, Client orientation and customer focus, Communication skills; Attention to detail, Flexible, Accuracy, Confidence and Ability to work under pressure.
DUTIES	Escorting of Judges' to the Court rooms. Rendering of administrative support functions to the Judges' and the Court room crew. Maintenance of Courtrooms' and court room records. Facilitation of the smooth-running of the Court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents. Be present in Court during the session. Making copies of Court rolls and circulate according to distribution list. General messenger duties. Assist in general office when required.
ENQUIRIES APPLICATIONS NOTE	Technical/HR related Enquiries: Ms L Wamers Tel No: (053) 492 3533 applications can be sent via email at 2025/207/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals.