

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.

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 **29 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 PRACTITIONER: EMPLOYEE RELATIONS, REF NO: 2025/208/OCJ
SALARY	R 397 116.00-R468 790.00 per annum (Level 8). The successful candidate will be required to sign a performance agreement.
CENTRE	NATIONAL OFFICE: MIDRAND
REQUIREMENTS	Grade 12. A minimum of three (3) year's National Diploma in Labour Relations/ Human Resource management/Law/ equivalent qualification (NQF Level 6) as recognized by SAQA. A valid Driver License and Willingness to travel. A minimum of Two (2) years' experience in Labour Relations environment. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). PSCBC Resolutions and CCMA Procedure. Skills and Competencies: Decision making skill; Problem solving skill Planning, Organizing and Time Management; Excellent verbal and written communication including negotiation and diplomacy; Policy analysis and development; Research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer, Ability to work under pressure and people's management; In depth knowledge and understanding of all relevant Human Resources Legislative Framework, Regulations and Prescripts. 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	Facilitate compliance with the disciplinary code and grievance procedure. Facilitate awareness programmes on management of discipline, the Code of Conduct. Maintain sound relations with all stakeholders. Provide administrative services in the sub-directorate. Supervise and develop staff. Competently representing the Department at external disputes resolution forums. Assist in the

management of strike action within the department. Develop and manage the information and records off all the activities in the Employment Relations Unit and capture cases on Persal. Accurately update the Case management system. Coordinate and handle all misconduct cases within the Department promptly and effectively. Finalise all grievances and complaints received from employees in the Department timeously. Assist in the Coordination of the effective collective bargaining within the department by ensuring healthy working relationships and engagement with the relevant recognized trade unions.

ENQUIRIES

Technical related enquiries: Mr T Mashele: (010 493 2530

HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/ 8774

Applications can be sent via email at 2025/208/OCJ@judiciary.org.za

NOTE

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

POST

JUDGE'S SECRETARY (2 POSTS), REF NO: 2025/209/OCJ

SALARY

R325 101.00 - R382 959.00 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE:

WESTERN CAPE DIVISION OF THE HIGH COURT, CAPE TOWN

REQUIREMENTS

Grade 12. A minimum of two (2) years secretarial experience. Experience in a legal/ court environment will serve as an added advantage. An LLB Degree, Bachelor of Law Degree or a minimum of 20 modules completed towards an LLB, BA or Bachelor of Law Degree will serve as an advantage. A valid driver's license will serve as an added advantage. Shortlisted candidates will be required to pass a typing test. **Skills and Competencies:** Proficiency in English; Good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure; Attention to detail; Customer care service skills; Excellent typing skills; Confidentiality; Time management; Computer literacy (MS Office); Ability to provide support services to a Judge in the office and in a court setting; Attend and provide support services including court administration services for a Judge at circuit courts around the Western Cape.

DUTIES

Provide general legal secretarial/ legal administrative duties to the Judge. Typing (or formatting) of draft memorandums, directions, opinions, letters for or by the Judge. Manage and type correspondence, judgments and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits, make travel and accommodation arrangements for circuit, meetings etc with the relevant administration unit at the court. Store, keep and safeguard all case files and update the case files with postponements and/or orders made by the Judge. Update files with documents received. Update exhibit and witness list in criminal matters. Perform digital recordings of court proceedings on urgent court cases after hours or on circuit court and ensure the integrity of recordings. Accompany the Judge to court and keep a record of times (start and end times daily, including adjournments). Compile court statistics daily and ensure accurate updates on the statistical tools. Management of the Judge's vehicle, logbook and servicing thereof. Compile data and prepare reports and

documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Manage the Judge's library and the updating of loose-leaf publications. Attend to and execute requests from the judiciary in connection with cases and case-related matters.

ENQUIRIES

Technical Enquiries: Ms N Chwethiso , Tel No: 021-480 2411

HR Related Enquires: Mr SD Hlongwane, Tel No: 021-469 4032

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