

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.

Eastern Cape/East London/Makhanda: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

Gauteng: (Provincial Centre), Johannesburg High Court/ Pretoria High Court/ Labour and Labour Appeals Court: 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.

Kwazulu-Natal/ Pietermaritzburg/Durban/Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.

Limpopo/ Polokwane/ Thohoyandou: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

Northern Cape/Kimberley/Provincial Service Centre/High Court: 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 Plaatjie Drive, Room B107, Kimberley.

North West/ Provincial Service Centre/Mmabatho/ Mahikeng: 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.

CLOSING DATE

29 SEPTEMBER 2025

ERRATUM

Kindly note that the closing date for the posts of Judge's Secretaries: Gauteng Division of the High Court: Johannesburg and Pretoria, Ref No: 2025/220/OCJ, 2025/221/OCJ, 2025/222/OCJ, 2025/223/OCJ is **29 September 2025** and the number of posts of Judge's Secretaries, Gauteng Division of the High Court Johannesburg, Ref No: 2025/220/OCJ is **5 posts**. Apologies for any inconvenience caused.

POST	JUDGE'S SECRETARY, REF NO: 2025/238/OCJ
SALARY	R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.
ENTRE	EASTERN CAPE DIVISION OF THE HIGH COURT: MTHATHA
REQUIREMENTS	Grade twelve (12). • One (1) to three (3) years' secretarial experience or as an Office Assistant. • A valid driver's licence. • A minimum of 20 modules completed towards an LLB, BA or BCom Law Degree will serve as an added advantage and results must accompany the application. • 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 and excellent typing skills. Confidentiality and time management. • Computer literacy (MS Word) and research capabilities. 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	To ensure attendance and screening of all incoming and outgoing calls. • To ensure that appointments and meetings of the Judge are diarized. • To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. • To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. • To ensure that all incoming and outgoing documents are recorded and filed. • To ensure that stationery for the Judge is ordered and collected. • To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. • To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. • To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. • To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. • To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. • To ensure that all cases are called and recorded as per court roll. • Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. • To ensure that the correct Oath ID or declaration is administered in court, when required. • To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. • To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. • To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. • To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. • To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. • To remind the Judge of the invoices

so that the submission of the S&T claims can be processed. • To ensure the submissions of Cell phone and 3G data claims for process purposes. • To ensure that court roll(s) is submitted to the Statistical.

ENQUIRIES

Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500

HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

**APPLICATIONS
NOTE**

Applications can be sent via email at 2025/238/OCJ@judiciary.org.za

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

POST

REGISTRAR'S CLERK, REF NO: 2025/239/OCJ

CENTRE

EASTERN CAPE DIVISION OF THE HIGH COURT: MTHATHA

SALARY

R 228 321.00 – R 268 950.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS

Matric certificate. The following will be an added advantage: Experience in general legal administration, one (1) year administration experience preferably in a court environment, knowledge of the Rules of the High Court. **Skills and competencies:** Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems, numerical skills, accuracy and attention to detail, planning, organizing and skills and customer service skills orientated. 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 effective and efficient case flow management support service to the Court. Issuing of court processes at General Office. Render case management duties. Render counter service duties/functions. Prepare, analyse and submit court statistics, Maintain and keep all registers for civil matters. Filing and archiving of civil processes. Attending to case management and set down. Assist in typing set down, court rolls and other court preparations. Act as liaison between Judges and Legal Practitioners. Attend to correspondence and enquiries from the public and stakeholders. Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor

ENQUIRIES

Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500

HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

**APPLICATIONS
NOTE**

Applications can be sent via email at 2025/229/OCJ@judiciary.org.za

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TVET LEARNERSHIP PROGRAMME FOR 2025/2026 (18 MONTHS)

The Office of the Chief Justice would like to invite qualifying TVET graduate to apply to participate in a Work Integrated Learning programme (TVET graduates) in the 2025/2026 financial year. Applicants must have obtained a N6 certificate from a Public TVET college as their highest qualification at entry. Applicants must be an unemployed graduate and never participated in an internship programme previously, must be a South African Citizen. Office of the Chief Justice is an equal opportunity employer. Persons with Disabilities are encouraged to participate.

CLOSING DATE **29 SEPTEMBER 2025**

POST: TVET LEARNERSHIP: PUBLIC MANAGEMENT/ADMINISTRATION
(2 POSTS), REF NO: 2025/224/OCJ
Duration: 18 Months
STIPEND: R4 950 per month
CENTRE: **Polokwane High Court**
REQUIREMENT: N6 Certificate in Public Management /Administration and Office Administration
Technical enquiries/HR related enquiries: Mr Masemola Tel No (015) 495 1758
APPLICATIONS Applications can be sent via email at 2025/224/OCJ@judiciary.org.za
NOTE The Organization will give preference to candidates in line with the Employment Equity goals

POST: TVET LEARNERSHIP: FINANCIAL MANAGEMENT, 1 POST, REF NO: 2025/225/OCJ
Duration: 18 Months
STIPEND: R4 950 per month
CENTRE: **Thohoyandou High Court**
REQUIREMENT: N6 Certificate in Public Management /Administration and Office Administration
ENQUIRIES Technical enquiries/HR related enquiries: Mr Masemola Tel No (015) 495 1758
APPLICATIONS Applications can be sent via email at 2025/225/OCJ@judiciary.org.za
NOTE The Organization will give preference to candidates in line with the Employment Equity goals

POST: TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION, 1 POST, REF NO: 2025/226/OCJ
Duration: 18 Months
STIPEND: R4 950 per month
CENTRE: **North West (Provincial Service Centre)**
REQUIREMENT: N6 in Public Management / Administration and Office Administration
ENQUIRIES Technical enquiries/HR related enquiries: Mr Sebatso Tel No: (018) 397 7114
APPLICATIONS Applications can be sent via email at 2025/226/OCJ@judiciary.org.za
NOTE The Organization will give preference to candidates in line with the Employment Equity goals

POST: TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION, 1 POST, REF NO: 2025/227/OCJ
Duration: 18 Months
STIPEND: R4 950 per month
CENTRE: **Mmabatho High Court**
REQUIREMENT: N6 in Public Management / Administration and Office Administration
ENQUIRIES Technical enquiries/HR related enquiries: Mr Sebatso Tel No: (018) 397 7114
APPLICATIONS Applications can be sent via email at 2025/227/OCJ@judiciary.org.za
NOTE The Organization will give preference to candidates in line with the Employment Equity goals

POST: TVET LEARNERSHIP: HUMAN RESOURCE MANAGEMENT (1 POST), REF NO: 2025/228/OCJ
Duration: 18 Months
STIPEND: R4 950 per month
CENTRE: **Northern Cape (Provincial Service Centre)**

REQUIREMENT: N6 Certificate in Human Resource Management
ENQUIRIES: Technical enquiries/HR related enquiries: Ms Lynnzay Tel No: (053) 807 2733
APPLICATIONS: Applications can be sent via email at 2025/228/OCJ@judiciary.org.za
NOTE: The Organization will give preference to candidates in line with the Employment Equity goals

POST: TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION, 1 POST, REF NO: 2025/229/OCJ
Duration: 18 Months

STIPEND: R4 950 per month
CENTRE: **Northern Cape (Kimberly High Court)**
REQUIREMENT: N6 in Public Management / Administration and Office Administration
ENQUIRIES: Technical enquiries/HR related enquiries: Ms Lynnzay Tel No: (053) 807 2733
APPLICATIONS: Applications can be sent via email at 2025/229/OCJ@judiciary.org.za
NOTE: The Organization will give preference to candidates in line with the Employment Equity goals

POST: TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT (1 POST), REF NO: 2025/230/OCJ
Duration: 18 Months

STIPEND: R4 950 per month
CENTRE: **East London (Provincial Services Centre)**
REQUIREMENT: N6 Certificate in Human Resource Management
ENQUIRIES: Technical enquiries/HR related enquiries: Mr Mponzo Tel No (043) 726 5217
APPLICATIONS: Applications can be sent via email at 2025/230/OCJ@judiciary.org.za
NOTE: The Organization will give preference to candidates in line with the Employment Equity goals

POST: TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION, 1 POST, REF NO: 2025/231/OCJ
Duration: 18 Months

STIPEND: R4 950 per month
CENTRE: **East London (Provincial Services Centre)**
REQUIREMENT: N6 Certificate in Public Management / Administration and Office Administration
ENQUIRIES: Technical enquiries/HR related enquiries: Mr Mponzo Tel No (043) 726 5217
APPLICATIONS: Applications can be sent via email at 2025/231/OCJ@judiciary.org.za
NOTE: The Organization will give preference to candidates in line with the Employment Equity goals

POST: TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION, 1 POST, REF NO: 2025/232/OCJ
Duration: 18 Months

STIPEND: R4 950 per month
CENTRE: **Makhanda High Court, Makhanda**
REQUIREMENT: N6 in Public Management / Administration and Office Administration
ENQUIRIES: Technical enquiries/HR related enquiries: Mr Mponzo Tel No (043) 726 5217
APPLICATIONS: Applications can be sent via email at 2025/232/OCJ@judiciary.org.za
NOTE: The Organization will give preference to candidates in line with the Employment Equity goals

POST: TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION, 1 POST, REF NO: 2025/233/OCJ
Duration: 18 Months

STIPEND: R4 950 per month
CENTRE: **Umtata High Court, Umtata**
REQUIREMENT: N6 in Public Management / Administration and Office Administration
ENQUIRIES: Technical enquiries/HR related enquiries: Mr Mponzo Tel No (043) 726 5217
APPLICATIONS: Applications can be sent via email at 2025/233/OCJ@judiciary.org.za

NOTE The Organization will give preference to candidates in line with the Employment Equity goals

POST: TVET LEARNERSHIP: PUBLIC MANAGEMENT / ADMINISTRATION, 1 POST, REF NO: 2025/234/OCJ
Duration: 18 Months

STIPEND: R4 950 per month
CENTRE: **National Office**
REQUIREMENT: N6 Certificate in Public Management / Administration and Office Administration
ENQUIRIES: Technical enquiries/HR related enquiries: Mr Mbele Tel No (010)493 2538
APPLICATIONS Applications can be sent via email at 2025/234/OCJ@judiciary.org.za
NOTE The Organization will give preference to candidates in line with the Employment Equity goals

POST: TVET LEARNERSHIP – HUMAN RESOURCE MANAGEMENT X1, REF NO: 2025/235/OCJ
Duration: 18 Months

STIPEND: R4 950 per month
CENTRE: **Gauteng Provincial Services Centre**
REQUIREMENT: N6 certificate in Human Resource Management,
ENQUIRIES: Technical enquiries: Ms T Mbalekwa Tel No: 010 494 8515
APPLICATIONS Applications can be sent via email at 2025/235/OCJ@judiciary.org.za
NOTE The Organization will give preference to candidates in line with the Employment Equity goals

POST: TVET LEARNERSHIP – FINANCIAL MANAGEMENT, 1 POST, REF NO: 2025/236/OCJ
Duration: 18 Months

STIPEND: R4 950 per month
CENTRE: **Gauteng Provincial Services Centre**
REQUIREMENT: N6 certificate in Financial Management, / Accounting
ENQUIRIES: Technical enquiries: Ms T Mbalekwa Tel No: 010 494 8515
APPLICATIONS Applications can be sent via email at 2025/236/OCJ@judiciary.org.za
NOTE The Organization will give preference to candidates in line with the Employment Equity goals

POST: TVET LEARNERSHIP – PUBLIC ADMINISTRATION, 1 POST, REF NO: 2025/237/OCJ
Duration: 18 Months

STIPEND: R4 950 per month
CENTRE: **Durban High Court**
REQUIREMENT: N6 certificate in Human Resource Management,
ENQUIRIES: Technical enquiries: Ms S Mvuyana Tel No: (031)492 6206
APPLICATIONS Applications can be sent via email at 2025/237/OCJ@judiciary.org.za
NOTE The Organization will give preference to candidates in line with the Employment Equity goals