

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)/ Constitutional Court: Braamfontein/ Judicial Support Services:** 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/ Port Elizabeth/ Bisho/ Mthatha/ East London/Makhanda: 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.

Gauteng (Provincial Centre) /Land Claims Court (Randburg)/ 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/ Durban/ 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.

Mpumalanga/ Middelburg/ Nelspruit: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, 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.

North West/ 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.

Western Cape: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, 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 : **04 July 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

ERRATUM: Deputy Director: SAJEI with Ref No: 2025/123/OCJ published on Public Service Vacancy Circular 20 dated 13 June 2025 is corrected to Deputy Director: Research and Judicial Education. All references on the note that states that "Candidate who previously applied are welcomed to reapply for the post and It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate" should be ignored. Apologies for any inconvenience caused

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| POST | : | DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT, REF NO: 2025/13124/OCJ |
| SALARY | : | R896 436 – R1 055 958 per annum (Level 11), (all-inclusive package), consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement. |
| CENTRE | : | Western Cape Provincial Service Centre, Cape Town |
| REQUIREMENTS | : | Grade 12 Certificate and a three (3) year National Diploma in Human Resource Management and/or Development or Public Administration. A minimum of 5 years' experience in Human Resource Management of which three years' must be at Junior Management/ Assistant Director level. A valid driver's licence. Technical Knowledge Competencies: Knowledge of Human Resource Administration as well as Recruitment and Selection. Basic Conditions of Employment Act and Employment Equity Act. Knowledge of PERSAL system. Knowledge and understanding of the current Public Service Legislations, Regulations and Policies. Knowledge of HR related standards, practices, processes and procedures. Computer literacy in MS Office. Skills and Competencies: Good communication skills (written and verbal); Accuracy and attention to detail; Good administration and organizing skills; Good interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated. Skills and Competencies: Skills and Competencies: Good communication skills (written and verbal); Accuracy and attention to detail; Good administration and organizing skills; Good interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated. |
| DUTIES | : | Manage staff establishment of the Province; Manage HR Administration, Training and HR Records in the Province; Manage the Performance Management and Development System; Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees; Facilitate the process of Employee Relations in the Province; Provide expert advisory support to stakeholders; Responsible for the interpretation and implementation |

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| | | of OSD policies and resolutions; Give advice on Procedural and technical related matters in respect of Human Resource administration policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management; Manage and administer the implementation of the policy and procedure on incapacity leave and ill-health retirement (PILIR) in the Department. Manage the performance of personnel within the Human Resource section / unit; Manage compliance with and provide guidance on the Disciplinary Code and Procedure in the Public Service and Labour Relations. |
| ENQUIRIES | : | Technical Related Enquiries: Mrs RM David Tel No: (021) 469 4048 HR Related Enquiries Mr K Mphela Tel No: (010) 493 2527 |
| APPLICATIONS NOTE | : | Applications can be sent via email at 2025/131/OCJ@judiciary.org.za OCJ will give preference to candidates in line with the departmental Employment Equity goals. |
| POST | : | CHIEF REGISTRAR, REF NO: 2025/132/OCJ |
| SALARY | : | R586 956 – R1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience. |
| CENTRE | : | Northern Cape Division of The High Court: Kimberly |
| REQUIREMENTS | : | Grade 12 certificate and LLB Degree or a four (4) year legal qualification as recognized by SAQA. A minimum of eight (8) years' post graduate legal experience gained as a Registrar. Computer literacy, leadership and managerial experience. A valid driver's license. An LLM Degree will serve as an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Report writing skills. Numerical skills. Technical expertise. Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Professional appearance and conduct. 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 | : | Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Sen./ice Level Agreement, Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance and prescripts. Achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions. Supervise and develop staff. |
| ENQUIRIES | : | Technical related Enquiries Adv. D Plaatjies Tel No: (053) 492 3522 HR related Enquiries: Ms L Wamers Tel No: (053) 492 3533 |
| APPLICATIONS NOTE | : | applications can be sent via email at 2025/132/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals. |

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| POST | : | OFFICE MANAGER (OFFICE OF THE JUDGE PRESIDENT) (X5 POSTS) |
| SALARY | : | R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance |
| CENTRE | : | Land Court: Johannesburg, Ref No: 2025/133/OCJ Labour Appeals Court: Johannesburg, Ref No: 2025/134/OCJ Western Cape Division of The High Court: Cape Town, Ref No: 2025/135/OCJ North West Division of The High Court: Mmabatho, Ref No: 2025/136/OCJ Limpopo Division of The High Court: Polokwane, Ref No: 2025/137/OCJ |
| REQUIREMENTS | : | Grade 12 certificate and A three-year National Diploma in Office Management or relevant equivalent qualification. A minimum of three years' relevant experience in an Office Administration environment at supervisory level. A valid driver's license. Skills & Competencies, Job Knowledge of office management responsibilities, systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Strong Leadership and Management Capabilities. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook). |
| DUTIES | : | Manage office of the Judge President at the Division of the High Court. Support the Judge President in communication with all Stakeholders. Management and Supervision of Judges' support staff and related matters. Manage logistical arrangements for integrated meetings and operations. Oversee the Administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches. Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges, National Office, Legal Professional bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both Internal and External Stakeholders with the office of the Judge President and that of the Deputy Judge President. Prepare presentations and briefing notes for the Judge President and disseminate the necessary notices and information to all branch heads, within the Division. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President, including but not limited to the collation of reserved judgements statistics for the Division. Ensure the appropriate capacitation of the Office of the Judge President, in relation the handling of the Acting Judge portfolio, including but not limited to the coordination of their acting Judge appointment forms and certificates, handing down of their Judgements, the hearing of their applications for leave to appeal, etc. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal source of directive related to the special fields. |
| ENQUIRIES | : | Land Court: Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 Labour Appeals Court: Technical enquiries: Ms T Nzimande Tel No: (010) 494 9238 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 Western Cape: Technical Related Enquiries: Mrs RM David Tel No: (021) 469 4048 HR Related Enquiries Mr SD Hlongwane Tel No: (021) 469 4028/4032 North West: Technical related enquiries: Mr O Sebatatso Tel No: (018) 397 7064 HR related enquiries: Ms K Zwane Tel No: (018) 397 7114 Limpopo: HR/Technical related enquiries: Ms R.F Mathobela Tel No: (015) 495 1758 |
| APPLICATIONS | : | Land Court: Applications can be sent via email at 2025/133/OCJ@judiciary.org.za Labour Appeals Court: Applications can be sent via email at 2025/134/OCJ@judiciary.org.za Western Cape: Applications can be sent via email at 2025/135/OCJ@judiciary.org.za North West: Applications can be sent via email at 2025/136/OCJ@judiciary.org.za Limpopo: Applications can be sent via email at 2025/137/OCJ@judiciary.org.za |

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| NOTE | : | Organisation will give preference to candidates in line with the Employment Equity goals. |
| POST | : | ASSISTANT DIRECTOR: PMDS, REF NO: 2025/138/OCJ |
| SALARY | : | R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance. |
| CENTRE | : | National Office: Midrand |
| REQUIREMENTS | : | Grade 12 and three (3) year's National Diploma in Human Resource management/ Development/ public management/ Public Administration or relevant equivalent qualification at NQF Level 6 as recognized by SAQA. A valid Driver License and Willingness to travel. A minimum of three (3) years' experience in the Performance management environment at a supervisory level. Knowledge: Sound and in- depth knowledge of relevant prescripts and application of Human Resource policies as well as understanding relevant Legislations and Resolutions. Knowledge of Public Management Finance Act (ACT). Knowledge of Occupation specific Dispensation (OSD) Legally Qualified Occupation Dispensation categories. Interpretation of Grade Progression. Knowledge of performance management policies and procedures. PERSAL knowledge is essential. Skills and Competencies: Decision making skills; Problem solving skills; Analytical skills; Communication (verbal and written) skills; Presentation skills; ability to work in highly pressured environment and driven by sense of urgency to meet deadlines and ability to collaborate and work with team. 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 | : | Implement performance management for employees on salary levels 1-12 and for Senior Management Services (SMS). Develop a system for monitoring and evaluation of performance management and development system and advice on innovations. Manage and monitor probations, grade progression processes and ensure timeous implementation. Plan and Coordinate PMDS moderation processes. Conduct PMDS training or awareness sessions to all employees in the department. Conduct quality assurance of Performance Agreements. Quality assure and approve PMDS transactions on PERSAL and conduct audits thereto. Coordinate non-monetary/service excellence awards. Provide expert advisory and administrative support to line managers. Monitor, assess PMDS risks, and implement mitigations proactively. Compile monthly reports. Monitor and Provide support to the provinces pertaining to PMDS. Participate in the induction programme as the PMDS stakeholder. |
| ENQUIRIES | : | Technical related enquiries: Ms K Tshoke Tel No: (010) 493 2529 HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/ 8774 |
| APPLICATIONS | : | Applications can be sent via email at 2025/138/OCJ@judiciary.org.za |
| NOTE | : | The Organisation will give preference to candidates in line with the Employment Equity goals. |
| POST | : | LAW RESEARCHER, REF NO: 2025/139/OCJ |
| SALARY | : | R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance |
| CENTRE | : | Western Cape Division of The High Court: Cape Town |
| REQUIREMENTS | : | Grade 12 Certificate. LLB degree or four year recognized legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent 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 research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. 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.

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| DUTIES | : | Perform all legal duties for the Judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by Judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the Judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of Judges of the court recent developments in case law and jurisprudence. Provide support to court personnel with research related queries as assigned. |
| ENQUIRIES | : | Technical Related Enquiries: Mrs RM David Tel No: (021) 469 4048 HR Related Enquiries; M Baker Tel No: (021) 469 4032 |
| APPLICATIONS NOTE | : | Applications can be sent via email at 2025/139/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals. |
| POST | : | LAW RESEARCHER, REF NO: 2025/140/OCJ |
| SALARY | : | R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance |
| CENTRE | : | Eastern Cape Division of The High Court, Makhanda |
| REQUIREMENTS | : | Grade 12 Certificate. LLB degree or four year recognized legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent 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 research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. 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 | : | Perform all legal duties for the Judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by Judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of Judges of the court recent developments in case law and jurisprudence. Provide support to court personnel with research related queries as assigned. |
| ENQUIRIES | : | Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5758 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217 |
| APPLICATIONS NOTE | : | Applications can be sent via email at 2025/140/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals. |

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| POST | : | SENIOR ADMINISTRATIVE OFFICER, REF NO: 2025/141/OCJ |
| SALARY | : | R397 116 – R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement. |
| CENTRE | : | Cape Town, Western Cape |
| REQUIREMENTS | : | A Grade 12 and three years (03) National Diploma in Public Administration / Administrative Management / Public Management/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in administration field and valid driver's license. Knowledge of Risk Management, Security, Facility and OHS will serve as added advantage. 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 | : | Provide support to the senior managers with daily clerical tasks. Keep up breast with the leave administration for the office. Provide support with the compilation of monthly, quarterly reports and annual corporate calendar. Prepare meeting agenda and attendance register Collate monthly and quarterly reports. Monitor meetings attendance by Governance Committees members. Respond to the queries of stakeholders. 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. Formulate administration policies. Review office policies and procedures Update existing protocols and office policies. 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 and Typing skills. Knowledge of Understanding and experience of logistical arrangements required for the effective functioning of governance structures, 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 and knowledge of Batho Pele principles. Manage and Monitor financial system i.e. JYP, JDAS, BAS etc. Ensure compliance with the PFMA and Financial standard. Verify S&T claims and Trip Authority for correctness before submission for approval. |
| ENQUIRIES | : | Technical Related Enquiries: Mrs RM David Tel No: (021) 469 4048 HR Related Enquiries: M Baker Tel No: (021) 469 4032 |
| APPLICATIONS NOTE | : | Applications can be sent via email at 2025/141/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals. |
| POST | : | JUDGES SECRETARY, REF NO: 2025/142/OCJ |
| SALARY | : | R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement. |
| CENTRE | : | Durban High Court, KwaZulu Natal |
| REQUIREMENTS | : | Grade twelve (12) certificate, a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree. A minimum of two (2) secretarial experience a valid driver's license, an LLB Degree, Bachelor 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 details, 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. |

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| DUTIES | : | Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of Judge's vehicle, logbook and driving 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. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines. |
| ENQUIRIES | : | Technical enquiries: Ms K Marais Tel No: (031) 492 5562 HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723 |
| APPLICATIONS NOTE | : | Applications can be sent via email at 2025/142/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals. |
| POST | : | REGISTRAR, REF NO: 2025/143/OCJ |
| SALARY | : | R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement. |
| CENTRE | : | Eastern Cape Division of The High Court, Makhanda |
| REQUIREMENTS | : | Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. (MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. 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 | : | Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports. |
| ENQUIRIES | : | Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5758 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217 |
| APPLICATIONS NOTE | : | Applications can be sent via email at 2025/143/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals. |

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| POST | : | REGISTRAR'S CLERK, REF NO: 2025/147/OCJ |
| SALARY | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement. |
| CENTRE | : | Mpumalanga Division of High Court, Middelburg |
| REQUIREMENTS | : | Grade 12 certificate, no experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail 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. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing, Administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties |
| ENQUIRIES | : | Technical Related Enquiries: Ms. JM Shongwe Tel No: (013) 758 0000 HR Related Enquiries: Mr. SJ Zwane/Mr. V Maeko Tel No: (013) 758 0000 |
| APPLICATIONS NOTE | : | Applications can be sent via email at 2025/147/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals. |
| POST | : | REGISTRAR'S CLERK, REF NO: 2025/148/OCJ |
| SALARY | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement. |
| CENTRE | : | Western Cape Provincial Service Centre, Cape Town |
| REQUIREMENTS | : | Grade 12 certificate, no experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail 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. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing, Administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties. |
| ENQUIRIES | : | Technical Enquiries: Ms N Chwethiso Tel No: (021) 480 2637 Human Resources Enquiries: Ms M Baker/ Mr SD Hlonwane Tel No: (021) 469 4000 |
| APPLICATIONS NOTE | : | Applications can be sent via email at 2025/148/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals. |

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| POST | : | ADMINISTRATIVE CLERK: EMPLOYEE HEALTH AND WELLNESS AND OCCUPATIONAL HEALTH SAFETY, REF NO: 2025/149/OCJ |
| SALARY | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement. |
| CENTRE | : | National Office: Midrand |
| REQUIREMENTS | : | Grade 12/ Senior Certificate. No experience is required. National Diploma/Bachelor Degree in Environmental Health, Safety Management or equivalent qualification at NQF level 6 will be an added advantage. Communication skills (written and verbal). Knowledge of Public Services Legislation, Prescripts and Regulations. Occupational Health and Safety, Labour Relations Act; Employment Equity Act; Basic conditions of Employment Act. Ability to work under pressure and willingness to travel. Skills and Competencies: Communication skills (verbal and written), Ability to network; Influence and impact, Planning and organization skills, Computer Literacy (MS Office), Report writing skills. |
| DUTIES | : | Render clerical support services within the Sub-directorate Employee Health and Wellness (EHW) Provide support in the coordination of EHW programs within OCJ; Provide support in Emergency Evacuation Drills within the Sub directorate; Provide support for the preparations of the EHW internal and external statutory reports; Provide support in facilitating training for officials serving as OHS representatives; Administer effective EHW administration services within the directorate; Develop and maintain the departmental database/records; Organize meetings of the committees; Provide secretarial support service to EHW meetings; Maintain all EHW related records (memorandums, reports etc.) and all submission in EHW register; Keep statistics and update the register for EHW. |
| ENQUIRIES | : | Technical Related Enquiries: Ms K Maloba Tel No: (010) 493 8774 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533 |
| APPLICATIONS NOTE | : | Applications can be sent via email at 2025/149/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals. |
| POST | : | ADMINISTRATIVE CLERK: DCRS, REF NO: 2025/150/OCJ |
| SALARY | : | R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement. |
| CENTRE | : | Gqeberha High Court, Eastern Cape |
| REQUIREMENTS | : | Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Exposure in Court Related function will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication (verbal and written) Good interpersonal skills Good problem-solving skills. Computer literacy. |
| DUTIES | : | Prepare court before court proceedings to test and operate recording equipment. Perform digital recording of court proceedings and ensure the integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, Finance and Supply Chain as required by the Judiciary, Court Manager and Supervisor. Accuracy and attention to detail. Ability to work under pressure. Customer service. Document management and operational knowledge of operating a DCRS/CRT machine. |
| ENQUIRIES | : | Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5758 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217 |
| APPLICATIONS NOTE | : | Applications can be sent via email at 2025/150/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals. |