

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.
 - 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 High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
 - Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town
 - Kimberley:** 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
 - Land Court/Pretoria/labour and Labour Appeals Court:** 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
 - Pietermaritzburg:** Quoting the relevant reference number, direct your application to: Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban, 4000.
 - Eastern Cape/ Gqeberha/Mthatha:** 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

CLOSING DATE : **23 May 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 shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. 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	:	SECRETARY GENERAL (DIRECTOR- GENERAL) OFFICE OF THE CHIEF JUSTICE: SG: OCJ REF NO: 2025/61/OCJ (5 Year renewable fixed-term contract) Re-advertisement
SALARY		R2 259 984 - R2 545 854 per annum (Level 16), all-inclusive salary package and 10% non- pensionable HoD Allowance. The successful candidate will be required to sign a performance agreement.
CENTRE	:	Head Office: Midrand
REQUIREMENTS	:	Applicants must be in possession of an appropriate undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA. A minimum of 10 years of relevant experience at the Senior Management Attributes: Demonstrated leadership in the development of policies and high-

level policy implementation skills. Insight into the South African Judiciary and applicable legislation. Deep knowledge of relevant Government legislation, policies and priorities. Be conversant with the structure and operations of the Public Sector. Good interpersonal, problem-solving, teamwork and networking skills. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Knowledge and Experience: Knowledge of the Constitution, Superior Courts Act, 2013, Public Service Act, 1994, Public Administration Management Act, 2014, Public Finance Management Act, 1999, and related legislation as well as the National Development Plan. Experience in executive management and strong leadership and strategic management capabilities. Experience in monitoring and evaluation of government policies as well as a thorough understanding of Government's policy development and administrative processes. Have strong organizational abilities, good writing skills, good interpersonal skills, and be computer literate.

DUTIES	:	Serve as the Accounting Officer of the National Government Department: Office of the Chief Justice (OCJ) in ensuring that the resources allocated to the Department are optimally deployed and utilised to achieve the strategic objectives of the Department in supporting the Judiciary. Coordinate and organise the resources of the OCJ to implement the National Development Plan (NDP) and Medium-Term Strategic Framework (MTSF) and priorities pertaining to the OCJ. Provide strategic direction to and management of the Department through coordinating the implementation of the strategic vision and direction, leading the formulation, development of support and enabling tools to ensure execution, monitoring and evaluation and reporting of the OCJ strategy and plans internally and to all applicable oversight bodies. Strengthen the OCJ's governance, compliance and organizational capacity to deliver on its mandate. Provide strategic advisory and support services to the Chief Justice as the Head of the Judiciary and Head of the Constitutional Court. Direct the development and maintenance systems for the administration of the Superior Courts with a view to improve access to justice and the efficiency of such systems. Establish relevant organisational structures and systems. Direct the provisioning of secretariat and advisory support to the Chief Justice on inter-judicial relations and government matters.
ENQUIRIES NOTE	:	Technical/HR related enquiries: Ms Puni Mpe Tel No: (010) 493 -2597/2524
	:	Applications can be via email to: SGrecruitment@judiciary.org.za by quoting the the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
POST	:	CHIEF DIRECTOR: INTERNAL AUDIT AND RISK MANAGEMENT REF NO: 2025/63/OCJ
SALARY	:	R1 436 022 - R1 716 933 per annum (Level 14), (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	:	Grade 12, Degree in Internal Audit/ Finance/ Accounting/ Risk Management equivalent relevant qualification at (NQF level 7), Must have minimum of five (5) years' proven experience at senior management level in internal audit environment. A driver's license. Knowledge: Knowledge of Global Internal Audit Standards by the Institute Internal Auditors, Knowledge and understanding

of the Public Finance Management Act of 1999, Treasury Regulation, Public Sector Risk Management Framework, King Report on Corporate Governance, Knowledge of Auditing and Accounting principles and practices. Skills: Advanced Computer skills, communication (verbal & written) Skills, Financial management, Project Management Skills, Strategic Planning and Organising Skills, Analytical and Decision-Making Skills. Personal attributes: People Management and Empowerment, Strategic Capability and leadership, Problem Solving and Analysis, Able to work under pressure, Assertive, Meticulous, Emotional intelligent. 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** : Manage governance, compliance, performance audits and Information Technology audits. Oversee the risk management, anti-corruption and integrity services. Monitor the facilitation of forensic audits and investigations, Oversee the provision of technical advisory and secretariat support services to Audit and Risk Committees, Manage and control the Chief Directorate
- ENQUIRIES** : Technical related enquiries: Ms LP Mpe Tel No: (010) 493 2500
HR related enquiries: Mr SW Mekoa Tel No: (010) 493 2500
- APPLICATIONS NOTE** : Applications can be sent via email at 2025/57/OCJ@judiciary.org.za
The Organisation will give preference to candidates in line with the Employment Equity goals.

POST **CHIEF REGISTRAR REF NO: 2025/66/OCJ Re-advertisement, candidates who previously applied need not re-apply.**

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 Occupational Specific Dispensation Determination. Shortlisted candidates will be required to submit a Service Certificate for determination of their experience. (The successful candidate will be required to sign a performance agreement

CENTRE : **Gauteng Division of the High Court: Johannesburg**

REQUIREMENTS : Grade 12 and LLB degree or equivalent qualification, 8 years' appropriate post qualification legal experience, Leadership and Managerial experience; A valid driver's license, Computer literacy. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership capabilities. Behavioural Competencies: Effective communications skills. Good interpersonal skills. Problem solving skills. Conflict management skills. Time management and ability to work under pressure. Skills and Competencies: Written Communication; Verbal and Non-verbal communication, Numerical Skills, Technical Expertise, Information technology; Attention to detail, Planning, Organizing and Control; Problem Solving and decision-making skills, Customer services, Interpersonal skills, Conflict Management, Work ethic and motivation; Professional appearance and conduct Self-management. 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 and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input or amendments of Court rules and Practice Directives to improve efficiency at the High Court, implement directives issued by the Judge President, manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case flow management framework at the High Court, Compile training manuals and provide training to Registrar and support staff. Stakeholder Management, Human Resources Management; Court and Case Flow Management/Quasi-Judicial Function, Manage service

		level agreement framework and managing strategic Court efficiency projects and best practices, Information and Case/Court documentation management system, Safeguard case records in accordance with prescripts, Achieve excellence in delivering the planned customer service outcomes for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction, Manage PMDS of staff.
ENQUIRIES	:	Technical Enquiries: Ms R Bramdaw Tel No: (010) 494 8584
		HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS NOTE	:	Applications can be sent via email at 2025/60/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST	:	LAW RESEARCHER REF NO: 2025/ 67/OCJ
SALARY	:	R468 459 - R551 823. per annum (Level 09). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Northern Cape Division of the High Court: Kimberley
REQUIREMENTS	:	Matric Certificate and an LLB degree or four year recognized legal qualification at NQF level 8; A minimum of two (2) years relevant post qualification legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases A valid driver's license; Completed articles 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. Assist court personnel with research related queries as assigned.
ENQUIRIES	:	HR related enquiries: Ms L Wymers Tel No: (053) 492 3533
NOTE	:	Applications can be sent via email at 2025/61/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST	:	LAW RESEARCHER (X2 POSTS)
SALARY	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE

Supreme Court of Appeal: Bloemfontein Ref No: 2025/68/OCJ
Free State Division of the High Court: Bloemfontein Ref No: 2025/69/OCJ

REQUIREMENTS

: Grade 12. LLB degree or four year recognized legal qualification. A minimum of two (2) years relevant legal experience. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A 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. Assist court personnel with research related queries as assigned.

ENQUIRIES

: HR related enquiries: Ms L Wymers Tel No: (053) 492 3533
 Applications can be sent via email at 2025/62/OCJ@judiciary.org.za

NOTE

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

POST

: **LAW RESEARCHER REF NO: 2025/70/OCJ**

SALARY

: R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

CENTRE

: **Land Court: Randburg,**

REQUIREMENTS

: Grade 12, LLB Degree at (NQF 08), valid driver's license, a minimum of two (02) years' legal experience and a minimum of three (03) years legal research experience. Superior or litigation experience will be an added advantage. Skills and Competencies: Basic Conditions of Employment Act and related labour laws & Departmental policies, Knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, Sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles.

Communication skills (verbal and written), Problem solving and decision-making skills. Excellent research and analytical skills, Report writing and editing skills, Problem solving skills, Financial management skills, Strategic skills, Analytical skills, Presentation skills, Planning and organizing skills, Computer literacy, (Word, PowerPoint & Excel,). 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	:	Conduct legal research on various legal issues. Statutes, rules, regulations and case law. Analyse and supply complex legal principles and provide summaries and briefs to the judges. Provide research support to judges in the preparation for hearing and trials. Carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge. Prepare and draft speeches, conference or article. Provide support to judge with analysing legal arguments submitted by litigates. Evaluate the merits of each argument. Research both supporting and opposing case law (precedent) and providing recommendations to the Judges. Summarize legal issues, arguments and relevant case law in the form of legal memos. Prepare a comprehensive memorandum on the outcome of research. Provide support to judges in reviewing and proofreading draft judgments to ensure clarity and accuracy. Proofread all judgments, articles, speeches and conference papers with respect to spelling grammar. Maintain knowledge of recent legal developments, new legislation and relevant case law. Monitor legal journals to ensure that judges have access to the latest legal information. Keep up-to-date with recent development in relevant areas of law, such as legislative changes, new precedents and emerging legal trends.
ENQUIRIES APPLICATIONS NOTE	:	Technical/HR related enquires: Ms T Mbalekwa Tel No: (010) 494 8515
	:	Applications can be sent via email at 2025/63/OCJ@judiciary.org.za
		The Organisation will give preference to candidates in line with the Employment Equity goals.
POST	:	ASSISTANT DIRECTOR: COURT INTERPRETING REF NO: 2025/71/OCJ Re-advertisement, candidates who previously applied are encouraged to re-apply.
SALARY	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Provincial Service Centre: Gauteng
REQUIREMENTS	:	Matric and Diploma (NQF level 6) as recognized by SAQA in Legal Interpreting, Language Practice, Linguistic or relevant qualification; 5 years' experience in the language and interpreting environment starting from level 7; Knowledge and understanding of the legislative framework, governing the Public Service: Financial Management and regulatory framework/guidelines, prescripts, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental , Financial Instructions, Public Finance Management Act; Knowledge of Criminal, Civil and family cases, Constitutional law cases and Policy development. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity. 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	:	Manage the provision of language interpretation services in court proceedings; Manage and facilitate the implementation of language policy within the Department; Manage the coordination, reporting and analysis of court interpreting information and translation; Manage the quality assurance for court interpreting and translation services; Manage the development and implementation of Sign language interpreting; Provide effective, people management.
ENQUIRIES APPLICATIONS NOTE	:	HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
	:	Applications can be sent via email at 2025/64/OCJ@judiciary.org.za
		The Organisation will give preference to candidates in line with the Employment Equity goals.