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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 Provincial Service Centre:** 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.
- : **Gauteng:** Pretoria High 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.
- : **KwaZulu-Natal/Durban:** 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.

CLOSING DATE NOTE

- : 13 February 2026
- : 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for 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 panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 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 7considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employmentverification). 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.

OTHER POSTS

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| <u>POST 03/49</u> | : | <u>LAW RESEARCHER REF NO: 2025/388/OCJ</u> |
| <u>SALARY</u> | : | R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | Western Cape Division of The High Court: Cape Town |
| <u>REQUIREMENTS</u> | : | Applicants should be in possession of LLB degree or a four-year recognised legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license and LLM will be an 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. Skills And Competencies: 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. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | Technical Related Enquiries: Mr. S Coko Tel No: (021) 480 2586 HR Related Enquiries: Mr. SD Hlongwane Tel No: (021) 469 40328 |
| <u>APPLICATIONS</u> | : | Applications can be sent via email at 2025/388/OCJ@judiciary.org.za |
| <u>NOTE</u> | : | The Organization will give preference to candidates in line with the Employment Equity goals. |

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| <u>POST 03/50</u> | : | <u>SENIOR HUMAN RESOURCE INFORMATION PRACTITIONER REF NO: 2025/389/OCJ</u> |
| <u>SALARY</u> | : | R397 116 – R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | National Office: Midrand |
| <u>REQUIREMENTS</u> | : | Applicants should be in possession of a National Diploma in Human Resources Management or an equivalent and relevant qualification in the field at NQF Level 6, as recognised by SAQA, A minimum of three (3) years related working experience and PERSAL Certificates, a valid Driver's license will serve as an 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. Knowledge and Skills: Good knowledge of organisational design, frameworks, practices, and processes in the Public service, knowledge of HR policies/ implementation strategies, knowledge of relevant HR Management, knowledge of Labour Relations Act, knowledge of Public Service Act 1994, knowledge of Public Service Regulations 2016, knowledge of Treasury Regulations and Public Financial Management Act, Basic Conditions of Employment Act 1997, good understanding of departmental prescripts and frameworks (e.g. departmental codes), Batho Pele principles. computer literacy, analytical thinking, problem solving skills, motivational skills, time management, presentation skills, communication and report writing skills, practical Knowledge of Computer Skills, presentation skills, report Writing Skills and project Management Skills. |
| <u>DUTIES</u> | : | Maintain PERSAL information for OCJ: Maintain information on PERSAL in line with the OCJ structure, update PERSAL transactions e.g. movements, relocations, job titles, component changes, salary and rank codes, align PERSAL establishment with the Organogram, update PERSAL on a regular basis. Maintain staff establishment on PERSAL: Create and abolish positions in line with Public Service Act 1994 and Public Service Regulations 2016, maintain staff establishment information, update details of positions on PERSAL system according to the structure and the staff establishment, monitor information on PERSAL, attend to enquiries relating to staff establishment. Serve as PERSAL Controller during the absence of the Departmental PERSAL Controller. Conduct the Employment Equity in the workplace: Provide support with the Departmental Employment Equity (EE) Plan, provide support with the process of effective implementation of the Employment equity plan and conduct EE audits to identify the barriers, develop numerical targets that will guide recruitment targets, compile the Employment Equity report to be submitted to Department of Labour, coordinate the quarterly sitting of the Employment Equity Committee and the reaching of the numeric goals and targets, communicate approved EE plan to the EE Committee, branches and regions, coordinate and monitor compliance of Employment Equity. Provide support with the review and implementation of the Departmental Human Resource Planning (HRP) strategies, facilitate and co-ordinate the development, implementation and maintenance of the Departmental Human Resource Planning (HRP) strategies: Provide support with the functioning of HRP Committee, coordinate and facilitate Employment Equity Plans and issues, monitor and evaluate HRP and EE implementation plans. |
| <u>ENQUIRIES</u> | : | Technical Related Enquiries: Ms D Kupa Tel No: (010) 493 8771 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 8771 |
| <u>APPLICATIONS</u> | : | Applications can be via email to: 2025/389/OCJ@judiciary.org.za |
| <u>NOTE</u> | : | OCJ will give preference to candidates in line with the departmental Employment Equity goals. |
| <u>POST 03/51</u> | : | <u>JUDGE'S SECRETARY REF NO: 2025/390/OCJ</u> |
| <u>SALARY</u> | : | R325 101 – R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | KwaZulu Natal Division of The High Court: Durban |
| <u>REQUIREMENTS</u> | : | Applicants should be in possession of a grade 12 certificate. An LLB degree or a minimum of 20 modules completed towards an LLB, BA / BCom Law degree. A minimum of one (1) year secretarial experience. A valid driver's license will serve as an 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. Skills and Competencies: 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 service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

DUTIES

: 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 12 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 Case lines 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 Officer on or before every Friday.

ENQUIRIES

: Technical enquiries: Ms K Marais Tel No: (031) 492 4699
HR related enquiries: Ms SZ Mvuyana Tel No. (031) 492 1721

APPLICATIONS

: Applications can be sent via email at 2025/390/OCJ@judiciary.org.za

NOTE

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

POST 03/52

: **JUDGE'S SECRETARY REF NO: 2025/391/OCJ**
(12 months non-renewable contract)

SALARY

: R325 101 - R382 959 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

: Gauteng Division of The High Court: Pretoria

REQUIREMENTS

: Applicants should be in possession of a Grade 12. A minimum of one (01) to two (02) years secretarial experience. A valid driver's license. 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. 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. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy; Numerical skills; Attention to detail; Planning, organizing and control; Problem solving and decision-making skills; Customer service oriented; Interpersonal skills; Conflict management and strong work ethics; Professionalism; Ability to work under pressure and meeting deadlines; Results driven; Honesty and trustworthy. Observance of confidentiality.

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 correspondence is appropriately captured

and saved in the correct locations and safeguarded. To ensure that signed Judgments and orders are properly handed down in person in court and/or virtually. To ensure that draft judgements are expeditiously handled and typed.

To ensure all visitors in the Judge's Chambers 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, the Judge has access to all his allocated files and documents in the file on time as per duty roster. To ensure that all files received from various sections(s) are verified by the Registrar of that section. To ensure that the Judges Chamber register of reviews is up to date and signed on receipt and return of review files to the review Clerk. To ensure that the register/template for the reserved judgements is updated timeously and that the Statistics Officer as well as the office of the Judge President is notified when judgement remains outstanding and/or has been handed down. To ensure that transcribed judgements from transcribers reach the Judges for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. To ensure that the Heads of Argument from various stakeholders are received, filed and verified. Informing parties involved via e-mail and or the time telephonically of time and date when reserve judgements 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 the Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. 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 Case lines after it was granted by Judge in court. To ensure that all the travel and 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 pre-authorization for the Judge's vehicle. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. 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 service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. The Department reserves the right not to make any appointments.

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| <u>ENQUIRIES</u> | : | Technical enquiries: Ms M Campbell Tel No: (012) 492 6799 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 |
| <u>APPLICATIONS</u> | : | Applications can be sent via email at 2025/391/OCJ@judiciary.org.za |
| <u>NOTE</u> | : | The Organization will give preference to candidates in line with the Employment Equity goals. |
| <u>POST 03/53</u> | : | <u>HUMAN RESOURCE CLERK REF NO: 2025/392/OCJ</u> |
| <u>SALARY</u> | : | R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement. |
| <u>CENTRE</u> | : | National Office: Midrand |
| <u>REQUIREMENTS</u> | : | Applicants should be in possession of a grade 12 (NQF 4) certificate or equivalent. A National Diploma in Human Resources Management or an equivalent and relevant qualification in the field at NQF Level 6, as recognised by SAQA will be an added advantage. No experience required. Exposure in the field will be an added advantage. Knowledge: knowledge and understanding of the legislative framework governing the Public Service, Knowledge of Public Service Act, Knowledge of Public Service Regulations 2016, Knowledge of storage and retrieval procedures in terms of working environment, Batho Pele Principles, Knowledge of PERSAL system will be an added qualification. Skills: Communication skills (verbal and written), Administration skills, Planning and organizing skills, Computer skills, Time management skills, Basic numeracy skill, Interpersonal relations, Typing skill. |

DUTIES

: Render administration services for recruitment, selection and appointment processes within the unit, Provide support to the Conditions of Services, Provide administrative support services. Provide support to HR records management.

ENQUIRIES

: Technical enquiries/HR related: Mr A Khadambi Tel No: (010) 493 8771

APPLICATIONS

: Applications can be sent via email to: 2025/392/OCJ@judiciary.org.za

NOTE

: OCJ will give preference to candidates in line with the departmental Employment Equity.