



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

188, 14th Road, Noordwyk, Midrand, 1685
Private Bag X10, Marshalltown, 2107
Tel: +27 10 493 2500 (Switchboard)
E-mail: info@judiciary.org.za
Website: www.judiciary.org.za

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:

Eastern Cape/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.

North West/Mmabatho: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.

CLOSING DATE NOTE

24 APRIL 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 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 possession of a foreign qualification, it must be accompanied by an evaluation 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.

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| POST | ACCOUNTING CLERK, REF NO: 2026/01/OCJ |
| SALARY | R228 321.00 – R268 950.00 per annum (Level 05). The successful candidate will be required to sign a performance agreement. |
| CENTRE REQUIREMENTS | NORTH WEST PROVINCIAL SERVICES CENTRE Applicants should be in possession of a Grade 12 certificate or equivalent qualification. No previous experience required. 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. Knowledge and Skills: Knowledge of Public Service Prescripts, knowledge of relevant legislation and regulations including the PFMA and Treasury Regulations, knowledge of the Public Service Act, knowledge of PERSAL, knowledge and practical experience of Transversal Systems BAS and LOGIS and Batho Pele Principles, computer literacy (MS Word, MS Excel), good communication skills, financial management, interpersonal skills, planning, organizing and problem-solving skills, decision making skills, analytical skills and report writing skills. |
| DUTIES | Capture and administer payments to creditors, administer payroll and salary related claims, capture petty cash, compile expenditure reports (invoice & payment register, fleet recons and RT5-rendering of courier services reports. |
| ENQUIRIES | Technical Related Enquiries: Mr O Sebatatso Tel No: (018) 397 7004/ 7000 HR Related Enquiries: Ms L Makula Tel No: (018) 397 7064 |
| APPLICATIONS NOTE | Applications can be sent via email at 2026/01/OCJ @judiciary.org.za The Organisation will give preference to candidates in line with Employment Equity goals. |
| POST | TYPIST, REF NO: 2026/02/OCJ |
| SALARY | R193 359.00 – R227 766.00 per annum (Level 04). The successful candidate will be required to sign a performance agreement. |
| CENTRE REQUIREMENTS | EASTERN CAPE DIVISION OF THE HIGH COURT: MTHATHA Applicants should be in possession of a Grade 12 certificate or equivalent |

qualification. A minimum typing speed of 35 wpm. 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. **Knowledge and Skills:** Knowledge of the legal terminology, court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (MS Word), good communication skills (written and verbal), good interpersonal relations, planning and organisation skills, good problem-solving skills, accuracy and attention to detail, ability to work under pressure, good time keeping and telephone etiquette.

_DUTIES

Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administrative duties. Compile term roll, week roll and un/opposed motion roll and maintain registers. Compile and submit relevant orders and judgments to relevant stakeholders.

**ENQUIRIES
APPLICATIONS
NOTE**

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

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