

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:

Mpumalanga/ Middelburg: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, 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

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

Kwazulu-Natal Provincial Service Centre: Durban/ Pietermaritzburg: 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 Somtseu & Stalwart Simelane Streets, Durban, 4000.

Eastern Cape/Mthatha/Makhanda/Gqeberha: 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.

Supreme Court of Appeal: 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

Gauteng: Provincial Service Centre: 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.

CLOSING DATE

22 MAY 2026

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. 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.

Erratum: Kindly note that post of Law Researcher (2 post), Ref No: 2026/05/OCJ advertised on circular 14 of 2026, advertised on the 24 April 2026 is amended as follows: The correct centre is Labour and Labour Appeals Court: Johannesburg and for technical related enquiries please contact: Ms F Lukhele Tel No: (011) 494 8538.

POST	CHIEF REGISTRAR (2 POSTS)
SALARY	R 610 434.00 – R 1 442 451.00 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.
CENTRE	Eastern Cape Division of the High Court: Mthatha Ref No: 2026/11/OCJ Eastern Cape Division of the High Court: Makhanda Ref No: 2025/12/OCJ
REQUIREMENTS	Applicants should be in possession of an LLB Degree or equivalent qualification. 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 registry duties, knowledge of legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of Court documentation management and Human Management, Batho Pele Principles, numerical Skills, problem solving skills, decision-making skills, computer literacy (MS Office), excellent communication skills (written and verbal), good people skills/ interpersonal relations, planning and organizing skills, report writing skills and interviewing skills.
DUTIES	Manage the Information and case/ Court documentation Management System: Implement information desk in the Court, develop and maintain a complaints management system, Interface with external Court stakeholders on a regular basis, Ensure that the checking of relevant registers is done in terms of the codes. Provide support to court and caseload management / Quasi-Judicial functions: Develop & implement case management strategies, Review and implement projects to improve Court efficiency regularly, implement a case/ Court documentation and information management system. Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, liaise with the service provider on a regular basis to ensure smooth service delivery, Peruse proposed amendments received from the rules board and provide comments,

if any to them. Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, give direction and guidance to the court based on best court management practices and lead transformation in the High court. Supervise and develop staff: 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.

ENQUIRIES

Technical Related Enquiries: Ms L Frazer Tel No: (046) 622 5758

APPLICATIONS

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

Mthatha: Applications can be sent via email to: 2026/11/OCJ@judiciary.org.za

Makhanda: Applications can be sent via email to: 2026/12/OCJ@judiciary.org.za

NOTE

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

POST

CHIEF REGISTRAR, REF NO: 2026/13/OCJ (Re advertisement)

Candidates who previously applied are encouraged to reapply.

SALARY

R 610 434.00 – R 1 442 451.00 per annum (MR6). The successful candidate will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.

CENTRE

REQUIREMENTS

SUPREME COURT OF APPEAL: BLOEMFONTEIN

Applicants should be in possession of an LLB degree, or a four (4) year legal qualification as recognised by SAQA. At least eight (8) years' post graduate legal experience gained as a Registrar. Proven managerial/supervisory experience and a valid driver's license. An LLM degree 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: Report writing skills. Excellent communication skills (written and verbal). Numerical skills, technical expertise, computer Literacy (MS Office), attention to detail, planning, organising and control, problem solving and decision-making skills, customer service orientated, interpersonal skills, conflict management skills, strong work ethic and motivation, self-management, initiative, leadership, professional appearance and conduct.

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, compiling of training manuals and providing of training to Registrars and Clerks. Stakeholder Management. Support Court and Case Flow Management/Quasi-Judicial functions, manage Service Level Agreement Framework, 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 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 staff and all HR related processes.

ENQUIRIES

Technical Related Enquiries: Mr. M. Ndlovane Tel No: (010) 493 2500

APPLICATIONS

HR Related Enquiries Ms N. de la Rey Tel No: (051) 492 4523

NOTE

Applications can be sent via email to: 2026/13/OCJ@judiciary.org.za

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

POST

CHIEF REGISTRAR (Re advertisement)

Candidates who previously applied are encouraged to reapply.

SALARY

R 610 434.00 – R 1 442 451.00 per annum (MR6). The successful candidate will be required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience.

CENTRE

REQUIREMENTS

Gauteng Division of The High Court: Johannesburg Ref No: 2026/14/OCJ

Applicants should be in possession of an LLB Degree or a Four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' appropriate post qualification legal experience and must be gained as a Registrar, At least eight (8) years' post graduate legal experience gained as a Registrar. A valid driver's license. An LLM Degree 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. 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: Report writing skills. Excellent communication skills (written and verbal). Numerical skills, technical expertise, computer Literacy (MS Office), attention to detail, planning, organising and control, problem solving and decision-making skills, customer service orientated, interpersonal skills, conflict management skills, strong work ethic and motivation, self-management, initiative, leadership, professional appearance and conduct.

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, compiling of training manuals and providing of training to Registrars and Clerks. Stakeholder Management. Support Court and Case Flow Management/Quasi-Judicial functions, manage Service Level Agreement Framework, 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 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 staff and all HR related processes.

ENQUIRIES

HR Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
Technical Enquiries: Ms R Bramdaw Tel No: (010) 494 8486 for Johannesburg;
Ms N Shandu Tel No: (010) 494 6796 for Pretoria

**APPLICATIONS
NOTE**

Johannesburg: Applications can be sent via email to: 2026/14/OCJ@judiciary.org.za
The Organisation will give preference to candidates in line with Employment Equity goals.

POST

**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT, REF NO: 2026/16/OCJ
(Re advertisement)**

SALARY

Candidates who previously applied are encouraged to reapply.
R 487 197.00 – R573 897.00 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

**CENTRE
REQUIREMENTS**

PROVINCIAL SERVICE CENTRE: GAUTENG
Applicants should be in possession of a National Diploma in Supply Chain Management/ Economics/ Finance/ Financial Management/ Procurement/ Logistics/ Public Administration or relevant qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in Supply Chain Management environment of which one (01) year should be at supervisory level. LOGIS experience 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:** Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, Supply Chain Management guidelines and other related Prescripts. Knowledge of Public 66 Sector Procurement process, rules and regulations. Knowledge of LOGIS will serve as an added advantage. Accuracy and attention to detail. Good communication skills (written and verbal). Good administration and organisation skills. Ability to work under pressure and Self-motivated. 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

Coordinate Supply Chain Management Process within the Province. Implement asset and disposal management within the province. Coordinate contract Management process in the province. Facilitate SCM reporting for procurement. Supervise and develop staff.

ENQUIRIES

Technical enquiries: Mr S Majola Tel No: (010) 494 8515/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

**APPLICATIONS
NOTE**

Applications can be sent via email to: 2026/16/OCJ@judiciary.org.za
The Organisation will give preference to candidates in line with Employment Equity goals

**POST
SALARY**

PRINCIPAL COURT INTERPRETER, REF NO: 2026/17/OCJ
R413 001.00 – R486 501.00 per annum (Level 08). 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 National Diploma in Legal Interpreting or

equivalent qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of two (2) years' experience as a Court Interpreter. 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:** Adherence to Batho Pele and the OCJ principles. Knowledge of Court proceedings and cultural diversity. Knowledge of Policies, Prescripts and Legislations. Communication (oral and written) skills and listening skills. Computer literacy (Ms Word, PowerPoint, Outlook and Internet, etc.). Problem solving, good Interpersonal relations, planning and organizing skills. Good people skills. Intermediate typing skills and customer service orientation

DUTIES

Render interpreting services in high profile matters: Interpret in complex cases. Interpret in criminal, civil, and Labour Court. Interpret in Small claims Court. Control, supervise and attend to personnel administrative aspects of interpreters: Provide mentoring and coaching to junior/ senior interpreters. Manage performance agreement contracts. Draw a schedule for replacement of Court Interpreters. Translate Legal documents and exhibits: Study and analyse the source documents. Conduct necessary research and consult. Check, edit and revise the translated documents. Procure foreign language interpreters and casuals in line with PFMA and the relevant policy: Report statistics to be generated and escalated to the cluster manager for consolidation. Authorise payment of foreign language interpreters and casuals. Develop terminology: Harvest of terminology and database development. Provide terms and their respective meanings in the glossary register. Supervise and develop staff: Ensure general supervision of employees. Allocate duties and perform quality control on the work delivered by officials.

ENQUIRIES

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

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

APPLICATIONS

Applications can be sent via email to 2026/17/OCJ@judiciary.org.za

NOTE

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

POST

JUDGE'S SECRETARY, REF NO: 2026/18/OCJ

SALARY

R338 106.00 - R398 277.00 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE

MPUMALANGA DIVISION OF THE HIGH COURT: MIDDELBURG

REQUIREMENTS

Applicants should be in possession of an LLB Degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law. A minimum of one (01) year secretarial experience or as an office assistant. Experience in a Legal/ Court environment and 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 on the Constitution of South Africa. Knowledge of relevant legislatives and regulations. Knowledge of case lines. Knowledge of Court online. Knowledge of secretariat prescripts, responsibilities, systems and procedures. Knowledge of Electronic Information Resource and online retrieval. Batho Pele Principles. Communication skills (verbal and written). Planning and organisational skills. Exceptional Interpersonal skills. Customer service skills and excellent typing skills including Dictaphone typing. Time management skills, proficiency in Microsoft Office programs, research capabilities and problem solving. Good Judgment and decision-making skills.

DUTIES

Render Secretarial support to the Judiciary: Diarise the appointments and meetings of the Judge, type and file the judgments. Ensure the judgments that are handed down (delivered), signed draft orders granted in Court or virtually are sent to the typist for scanning, upload unto Case-lines/Court-Online and the Library. Provide support functions to civil, criminal and review matters/Courts and case allocations in chambers: Collect the files before the commencement of a criminal matter from the Registrar's office at the criminal section, update the register of reviews and sign on receipt to return the reviews to the Clerk. Ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down. Provide support functions to civil / criminal courts: Administer the correct Oath ID or declaration in Court, when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings. Provide general administrative support to the Judiciary: Ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval. Ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer. Ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle.

ENQUIRIES	Technical Related Enquiries: Ms DY Seswene Tel No: (013) 492 2213
APPLICATIONS	HR Related Enquiries: Mr SJ Zwane/ MV Maeko Tel No: (013) 758 0000
NOTE	Applications can be sent via email to 2026/18/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with Employment Equity goals.
POST	JUDGE'S SECRETARY, REF NO: 2026/19/OCJ
SALARY	R338 106.00 - R398 277.00 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
CENTRE	EASTERN CAPE DIVISION OF THE HIGH COURT: MTHATHA
REQUIREMENTS	Applicants should be in possession of an LLB Degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law. A minimum of one (01) year secretarial experience or as an office assistant. Experience in a Legal/ Court environment and 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 on the Constitution of South Africa. Knowledge of relevant legislatives and regulations. Knowledge of case lines. Knowledge of court online. Knowledge of secretariat prescripts, responsibilities, systems and procedures. Knowledge of Electronic Information Resource and online retrieval. Batho Pele Principles. Communication skills (verbal and written). Planning and organisational skills. Exceptional Interpersonal skills. Customer service skills and excellent typing skills including Dictaphone typing. Time management skills, proficiency in Microsoft Office programs, research capabilities and problem solving. Good Judgment and decision-making skills.
DUTIES	Render Secretarial support to the Judiciary: Diarise the appointments and meetings of the Judge, type and file the judgments and ensure the Judgments that are handed down (delivered), signed draft orders granted in Court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library. Provide support functions to Civil, Criminal and review matters/courts and case allocations in chambers: Collect the files before the commencement of a Criminal matter from the Registrar's office at the Criminal section, keep updating the register of reviews and sign on receipt to return the reviews to the Clerk and ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down. Provide support functions to civil / criminal courts: Administer the correct Oath ID or declaration in court, when required and ensure that the bench book of the Judge is prepared and files are taken by Ushers to Court before the commencement of the proceedings. Provide general administrative support to the Judiciary: Ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval. Ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer and ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle.
ENQUIRIES	Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
APPLICATIONS	HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
NOTE	Applications can be sent via email to 2026/19/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with Employment Equity goals.
POST	REGISTRAR, REF NO: 2026/20/OCJ
SALARY	R337 563.00 - R1 155 777.00 per annum (MR3-MR5), Salary will be in accordance with 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	KWAZULU NATAL DIVISION OF THE HIGH COURT: PIETERMARITZBURG
REQUIREMENTS	Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus 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. Superior court or litigation experience 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. **Knowledge And Skills:** Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and controlling. Problem solving and decision-making skills. Customer service orientated, Interpersonal skills, conflict management, strong work ethics and professionalism. Ability to work under pressure and meet deadlines. Results driven, Honesty/Trustworthy and Observance of confidentiality.

DUTIES

Manage and execute quasi-judicial functions. Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes. Initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and facilitation of pre-trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. 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.

ENQUIRIES

Technical Related Enquiries: Mr MN Zondi Tel No: (033) 345 8211

HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS

Applications can be sent via email at 2026/20/OCJ@judiciary.org.za

NOTE

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

POST

ADMINISTRATION CLERK, REF NO:2026/21/OCJ

SALARY

R237 453.00–R279 708.00 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE

EASTERN CAPE DIVISION OF THE HIGH COURT: MAKHANDA

REQUIREMENTS

Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. No experience is 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 working procedures in terms of the working environment. Knowledge of Public Service Regulations 2016 as amended. Public Service Act 1994. Understanding of confidentiality in Government. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect 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. Knowledge of Batho Pele principles. 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 and typing skills.

DUTIES

Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Receive, determine nature of request/documents and distribute all incoming and outgoing documents and follow-up on outstanding matters. Provide supply chain clerical support services within the component. Handle sub-inventory controller for the manager's office. Liaise with internal and external stakeholders in relation to procurement of goods and services. Handle the procurement of standard office items like stationery, refreshments, etc. by obtaining quotations and completing procurement forms. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records and attendance register within the component. Make suitable travel arrangements and check that the relevant documentation on receipts corresponds with the arrangements (e.g. accommodation, flight scheduling, passports, visas, etc.). Provide administrative support service. Provide logistical arrangements to meetings. Provide secretariat support services to the meetings and compile minutes and memos.

ENQUIRIES

Technical Related Enquiries: Ms L Frazer Tel No: (046) 603 5000

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

APPLICATIONS

Applications can be sent via email to 2026/21/OCJ@judiciary.org.za

NOTE

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

POST

REGISTRAR'S CLERK, REF NO:2026/22/OCJ

SALARY

R237 453.00–R279 708.00 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE

LIMPOPO DIVISION OF THE HIGH COURT: POLOKWANE

REQUIREMENTS

Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. A minimum of one (1) year relevant experience/Understanding of process and petition procedures/Appropriate experience in general administration or court related functions and 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 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, Batho Pele Principles, Computer Literacy skills (Microsoft Office), Communication skills, numeracy, Interpersonal skills, problem solving and analysis skills, time management skills. and administrative skills.

DUTIES

Perform clerical and administrative work within the Court, register/ allocate case numbers to all pleadings and Court documents received. Ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney. Update the file of return service/s proof services. Safe-keep and dispose of case records. Handle court request files. Retrieve the requested file and make the file available to the requester. Attend to queries from parties and members of the public, Record documents received, ensure systematical recording of court files, keep record of requests received from litigants, render case management duties. Attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), render case management duties. Monitor files and records as per the case Management, provide support with administrative registrar, submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously.

ENQUIRIES

Technical Related Enquiries: Ms. MMG Phaswane Tel No (015) 495 1812
HR Related Enquiries: Ms. E.M Ramaphakela Tel No (015) 495 1744

APPLICATIONS

Applications can be sent via email to 2026/22/OCJ@judiciary.org.za

NOTE

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

POST**REGISTRAR'S CLERK, REF NO:2026/23/OCJ****SALARY**

R237 453.00–R279 708.00 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE**KWAZULU NATAL DIVISION OF THE HIGH COURT: DURBAN****REQUIREMENTS**

Applicants should be in possession of a Grade 12 certificate or equivalent qualification as recognised by SAQA. No 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 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, Batho Pele Principles, Computer Literacy skills (Microsoft Office), Communication skills, numeracy, Interpersonal skills, problem solving and analysis skills, time management skills. and administrative skills.

DUTIES

Perform clerical and administrative work within the Court, register/ allocate case numbers to all pleadings and Court documents received. Ensure that the files have been served on all parties concerned, draw up files for the litigants/Attorney. Update the file of return service/s proof services. Safe-keep and dispose of case records. Handle court request files. Retrieve the requested file and make the file available to the requester. Attend to queries from parties and members of the public, Record documents received, ensure systematically recording of court files, keep record of requests received from litigants, render case management duties. Attend to case management and set down notice, implement case management practices (placing request forms in the space of a file that has been requested, complete and file the movement sheet), render case management duties. Monitor files and records as per the case Management, provide support with administrative registrar, submit leave forms to HR for compliance, maintain and keep all registers for filing and archiving, comply with the telephone prescripts and leave policies, prepare and sign performance agreement timeously.

ENQUIRIES	Technical Related Enquiries: Mrs K Marais Tel No: (031) 492 5562 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 4931723
APPLICATIONS NOTE	Applications can be sent via email to 2026/23/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
POST SALARY	DATA CAPTURER, REF NO: 2026/24/OCJ R201 093.00–R236 877.00 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
CENTRE REQUIREMENTS	EASTERN CAPE DIVISION OF THE HIGH COURT: GQEBERHA Applicants should be in possession of Grade 12 certificate or equivalent qualification. No experience required. 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 clerical duties, practices as well as the ability to capture data, operate computer and collect 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, Knowledge of clerical duties, practices as well as the ability to capture data, knowledge and understanding of the legal framework governing the Public Service, knowledge of working procedures in terms of the working environment, knowledge on HAST program and records management, knowledge of Batho Pele principles, communication skills (verbal & written), problem solving skills, good public relations skills, monitoring and analytical skills, planning and organizing skills, report writing skills, Typing skills.
DUTIES	Render data capturing service. Capture data from available records into the required formats e.g. databases, table, spreadsheet, verify, query missing data and errors observed during data entry, review and validate all data from the records, conduct pre-recording and record of Court proceedings, report faults experienced during diagnosing process and log queries to helpdesk capture Court roll from the Court list/books and pre-schedule the cases prior to commencement of the Court proceedings, record Court proceedings as per the level of court appearance, render efficient and effective general administrative services, save and scan court documents as requested, report all IT problems immediately to supervisor, provide information to responsible components, verify and quality control data, review and validate all data from the records, sort and distribute incoming data to be captured equally, update registers and statistics.
ENQUIRIES	Technical Related Enquiries: Ms P Boya-Nyhiba Tel No: (041) 502 6626 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
APPLICATIONS NOTE	Applications can be sent via email at 2026/24/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with Employment Equity goal
POST SALARY	TYPIST, REF NO: 2026/25/OCJ R201 093.00 – R236 877.00 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
CENTRE REQUIREMENTS	KWAZULU NATAL DIVISION OF THE HIGH COURT: PIETERMARITBURG Applicants should be in possession of Grade 12 or equivalent qualification. No experience required. 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 legal terminology, Court procedures, rules and environment, counter services, filing system, understanding of legislatives governing the Public Service (Batho Pele & PSR), knowledge of Batho Pele Principles, computer literacy (Microsoft Office), typing skills (speed 35 words per minute) good communication skills (written and verbal), good interpersonal relations, planning and organization skills, good problem-solving skills, accuracy and attention to details, ability to work under pressure, good time keeping and telephone etiquette.
DUTIES	Type Court orders, Court documents and reports: Type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports, type Rule 6(12) orders and make them available in terms of the rule. type judgments, sort and distribute incoming and outgoing files, make amendments on judgments as per judges' request/instruction, compile term roll, week roll and un/opposed motion roll and maintain registers, draft term rolls for each Court term in line with the Gazetted terms, type supplementary rolls, compile and submit relevant orders and judgments to relevant stakeholders, send all judgments provided to the typing unit in the required format to the elected person (for reporting purposes

ENQUIRIES

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Technical Related Enquiries: Mr MN Zondi Tel No: (033) 345 8211

HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

Applications can be sent via email at 2026/25/OCJ@judiciary.org.za

APPLICATIONS

NOTE

The Organisation will give preference to candidates in line with Employment Equity goal