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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 (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

: **Northern Cape:** Kimberly: Quoting The Relevant Reference Number, Direct Your Application To: The Provincial Head, Office Of The Chief Justice, Private Bag X5043, Kimberley, 8300 Or Hand Deliver Applications To The Northern Cape Division Of The High Court, Corner Sol Plaatjie Drive, Kimberly **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.

CLOSING DATE

: 12 June 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.

OTHER POSTS

- POST 18/84** : **PRINCIPAL COURT INTERPRETER, REF NO: 2026/17/OCJ**
Re-advertisement, applicants who previously applied are encouraged to reapply
- SALARY** : R413 001 – R486 501.per annum (Level 08). 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 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, or Grade twelve (12) certificate with at least ten (10) years practical experience in Court Interpreting. Two (2) years supervisory experience, Proficiency in English, isiXhosa, and (isiZulu or Sesotho). 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. 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 18/85** : **ADMINISTRATION CLERK: LEGAL, REF NO: 2026/40/OCJ**
- SALARY** : R237 453 – R279 708,per annum (Level 05). The successful candidate will Be required to sign a performance agreement.
- CENTRE** Northern Cape Division of the High Court: Kimberley
- REQUIREMENTS** applicants should be in possession of grade 12, no experience is required. LLB Degree will serve as an added advantage knowledge and skills: knowledge and understanding of confidentiality in government. research skills, communication skills (verbal and written), minutes taking skills, good reporting skills, computer literacy, creative and analytical thinking skills, decision making and time thinking skills, administration skills, problem solving skills, good organizing skills and customer service oriented.
- DUTIES** : Conduct legal research for the regional court: conduct legal research or research on any other topic requested for by the regional court presidents/ chief magistrate, download the cases in the monthly notifications from juta, download for distribution to the magistrate of all judgements as well as any amendments to relevant legislations. provide administration functions to the regional court president/chief magistrate: compile court performance statistics monthly/quarterly/annually or as required by regional court president/ chief magistrate, verify and validate statistics, provide support with production of the court performance reports, provide support with the presentation and dissemination of the court performance information. provide support to case flow management: forward case flow challenges report to relevant stakeholders as it is reported and the monthly incidents to each relevant stakeholder. compile provincial efficient, enhancement committee (PEEC), regional efficiency enhancement committee (REEC) and district efficiency enhancement committee (DEEC) court performance report and related matter. provide support in the regional court registrar: provide support to assistant registrars in civil issuing offices with issuing, capturing etc, provide support in the regional court registrar as requested with reports and inspections and provide support with the training of the court clerks.
- ENQUIRIES** : Technical Related Enquiries: Mr P Rumani: Tel No: (053) 492 3560
HR Related Enquiries: Ms P Netshivhale: Tel No: (053) 492 3533
- APPLICATIONS** : Applications Can Be Sent Via Email To 2026/40/OCJ@Judiciary.Org.a
- NOTE** : the organisation will give preference to candidates in line with the employment equity goals.