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ANNEXURE K

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/Constitutional Court:** 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.

Gauteng/Pretoria/Johannesburg: 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.

Mpumalanga: 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

CLOSING DATE NOTE

: 24 July 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. 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

<u>POST 24/96</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: 2026/70/OCJ</u>
<u>SALARY</u>	:	R932 292 – R1 098 195 per annum (Level 11), all-inclusive package, consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a minimum of a three (03) years National Diploma in Security and Risk Management / equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. Minimum of five (5) years' experience of which three (3) years should be at ASD/Junior Management level in the relevant field. A valid driver's License, Grade A Private Security Industry Regulation Authority (PSIRA) certificate or Training concluded with the registered security training service provider. The PSIRA certificate must be submitted within 3 months of appointment. Proficiency in security risk management and security design 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: Knowledge and skills: Security Policy and Procedures, Risk Management Policy, OHS Act, Knowledge of Vetting Policy, knowledge of Security Management Processes, Public service regulations, 2016, Public Service Act, MISS, PFMA Act, Republic of South Africa Constitution. Financial management, Presentation skills, Project Management Skills, Planning and Organising Skills, Analytical and Decision-Making Skills, Problem Solving Skills, Decision making skills, Strategic and analytical skills, Report writing skills.
<u>DUTIES</u>	:	Manage and oversee the effective and efficient use and deployment of resources, manage event security for the Judiciary and the OCJ, manage effective close and static security services to the Judiciary, manage security assessments, investigations and recommend measures for the Judiciary and manage the Sub Directorate
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. Z Sondlo Tel No: (011) 359 7400 HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/70/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.
<u>POST 24/97</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/71/OCJ</u> Re-advertisement, candidates who previously applied are encouraged to reapply

<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09). 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 Building Management/Construction Management/Project Management/Property/Real Estate Management at NQF level 6 with 360 credits as recognised by SAQA. A minimum of 3 years' experience in Facilities and Auxiliary services, of which one (1) year should be at supervisory level at salary level 7 or 8 / junior management level. 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: Occupational Health and Safety Act and other Building Regulations, general built environment including mechanical, electrical Water Services Act, National Environmental Management Act 107 of 1998 (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act, (PFMA), Supply Chain Management framework, Government Budget processes and procedures, report writing, project management and implementation. analytical skills, communication skills (written and verbal), computer literacy skills, research and planning skills, report writing skills, interpersonal relations and problem solving skills.
<u>DUTIES</u>	:	Ensure the implementation of facilities and infrastructure projects at OCJ service centres, conduct accommodation needs audit with service centres, consolidate User Assets Management Plan (UAMP) for OCJ, manage office space planning and parking allocation, ensure day-to-day maintenance function for OCJ service centres, develop maintenance plan for OCJ, coordinate and monitor maintenance services, monitor and report on the status and progress of maintenance and update Action Log, execute operations related to facilities within OCJ, ensure management of contracts within OCJ, provide support in management of expenditure within sub directorate, implement and ensure compliance to facilities policies and Standard Operating Procedures (SOP), coordinate the facilities and auxiliary services for the OCJ, compile specifications and handle inspections in the cleaning field, manage and control equipment and material register, coordinate outsourced services within the OCJ, manage resources, ensure general supervision and development of employees including training, allocate duties and perform quality control on the work delivered by officials, mentor and coach staff.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr M Masilo Tel No: (010) 493 2518 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/71/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 24/98</u>	:	<u>WEBMASTER REF NO: 2026/72/OCJ</u>
<u>SALARY</u>	:	R487 197 – R579 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Web Design/ Computer Science or relevant qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' experience in the relevant field of which one (1) year should be at supervisory level at salary level 7 or 8 / junior management level. A valid driver's license. A Postgraduate qualification in Web Design/Computer Science 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 and experience in Azure and CRM Dynamics, knowledge and understanding of C/C++, Visual. Basic, C#, Java, XML, Angular and any BI reporting tool, knowledge of Search Engine Optimization process, adequate knowledge of relational database systems Object Ori, solid knowledge and experience in programming applications, solid understanding of how web applications work including security, session management, and best development practices, experience (UX) and client-side technologies including HTML5, CSS, PHP, jQuery and JSON and mobile frameworks, knowledge of programming language and technical terminology, good computer literacy, good communication (verbal & written) skills, presentation skills, project management skills, planning and organising skills, analytical skills, technical

	skills, problem solving skills and decision-making skills.
<u>DUTIES</u>	: Maintain website content and compliance in line with standard practices, maintain the quality, design and style of the organisational website in line with the website style guide and website policy, ensure website security and data protection by implementing necessary measures and protocols, maintain web platforms Security Validation Programme and databases, monitor site traffic and resolve technical issues to optimise site performance for search engines (Google, Bing, Yahoo) and AI Harvesting, implement website troubleshooting and optimisation, keep abreast with emerging technologies/industry trends and apply them on operations, training and activities, provide advice on new website designs and upgrade implementation, attend to all administrative duties as directed by the supervisor.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Mr. A Mdletshe Tel No: (011) 359 7472 HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
<u>APPLICATIONS</u>	: Applications can be sent via email to 2026/72/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 24/99</u>	: <u>REGISTRAR REF NO: 2026/73/OCJ</u>
<u>SALARY</u>	: R337 563 - R1 155 777 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.
<u>CENTRE</u>	: Gauteng Division of the High Court: Johannesburg
<u>REQUIREMENTS</u>	: Applicants should be in possession of an LLB degree at NQF level 8 as recognised by SAQA. A minimum of two (2) years' experience in Legal environment (certificates of service must accompany the application). MR3: LLB Degree or equivalent plus a minimum of two (2) years post qualification experience in legal environment. MR4: LLB degree or equivalent qualification plus a minimum of eight (8) years post qualification experience in a legal profession environment (certificates of service must accompany the application). MR5: LLB degree or equivalent qualification plus a minimum of 14 years post qualification experience in a legal profession environment (certificates of service must accompany the application). A valid driver's license, Superior Court or litigation experience and supervisory 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: Knowledge of Case Flow Management, knowledge of the legislative frameworks governing the public service, excellent communication skills (verbal and written), planning and organising skills, problem solving skills, numerical skills, attention to details, professionalism, strong work ethics, conflict management skills, time management and ability to work under pressure.
<u>DUTIES</u>	: Process default judgments to enhance efficiency of the Court in handling of quasi-judicial functions, consider applications for default judgment (Rule 31[5]) by applying Court rules and regulations, case law, discretion and knowledge, ensure circulation of the outcome to the relevant litigating party, capture and update accurate Default applications register and data tool registered in the Office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician, execute taxations to enhance efficiency of the Court in handling of quasi-judicial functions, determine whether pleadings/ processes comply with the Court rules, Tax bills of cost by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs, process and finalise opposed and Unopposed Taxations in accordance with SOP, deal with and finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the Office, submit reporting Tool on Taxations to the Statistician, verify data and submit reporting taxations dealt with by Registrars to the Statistician, manage criminal/civil process to enhance efficiency of the court, analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, coordinate and report on the provision of support staff in Court rooms and Registrars supporting offices, manage the

		allocation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools. Maintain and update manual registers for Audit of reported Performance information, 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, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms S Kajee Tel No: (010) 494 8486 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/73/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.
<u>POST 24/100</u>	:	<u>PRINCIPAL LIBRARIAN: CATALOGUING REF NO:2026/74/OCJ</u>
<u>SALARY</u>	:	R413 001 – R486 501 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Library and Information Science /Record Management/Information Studies or a relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of two (2) years' experience in Library environment. A valid driver's license and a post graduate qualification in library and information science/studies will serve as 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 legal library environment as well as comparative research and international legal matters in South African. Knowledge of Library OPAC systems, computer Literacy (MS Office, Power point, Outlook, Word, Excel & Internet), report writing skills, research and planning skills, excellent communication skills (written and verbal) and Interpersonal relations.
<u>DUTIES</u>	:	Develop the catalogue in line with the international library standards, download the best bibliographic records from Smartport, UKM and OCLC, ensure the distribution of catalogued materials, ensure materials are easily retrieved from shelves, administer the classification of the library collection, coordinate and maintain collections relating to previous editions and non-book materials; Identify and remove reference works and serial publications from the general book collection, ensure that catalogued materials are relevant to library users' needs, update and administer previous editions, coordinate assets management within the Constitutional Court library, conduct asset verification and stocktaking of the library materials, bar code and add records to library management system and entries in the library asset register, remove outdated books from shelves, update the library system and asset register with the written off previous materials, ensure the implementation of disposal of books, attend to queries relating to unverified library materials, 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 regarding all aspects of the work; manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, attend to enquires and provide advice and guidance on asset allocation and control, develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. A. Mdletshe Tel No: (011) 359 7472 HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/74/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 24/101</u>	:	<u>LIBRARY ASSISTANT REF NO:2026/75/OCJ</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

<u>CENTRE REQUIREMENTS</u>	:	Mpumalanga Division of the High Court: Mbombela
	:	Applicants should be in possession of a Grade twelve (12) Certificate. Relevant experience required. A three (3) year National Diploma/Degree in Library Science, Information Science or equivalent qualification at NQF level 6 as recognised by SAQA 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 and understanding of technical or professional aspects of work, knowledge of information and library systems, Knowledge of library and information science matters, prescripts, legislation, procedures and processes and library services. Batho Pele principles, communication skills, computer Literacy (Microsoft Office), customer services skills, interpersonal relations skills and planning skills.
<u>DUTIES</u>	:	Render library and information services to the Judiciary, internal and external clients, provide efficient and effective circulation desk services, receive and verify the library publications, process and update library publications.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms RS Ledwaba Tel No: (013) 758 0000 HR Related Enquiries: Mr SJ Zwane/ MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/75/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 24/102</u>	:	<u>DATA CAPTURER REF NO: 2026/76/OCJ</u>
<u>SALARY</u>	:	R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of the High Court: Pretoria
	:	Applicants should be in possession of a Grade twelve (12) certificate. No previous experience required. A valid driver's license will serve as 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 clerical duties, practices as well as the ability to capture data, Batho Pele principles, knowledge of working procedures in terms of the working environment, effective communications skills (written and verbal), good interpersonal skills, computer literacy skills, customer services, planning and organising skills, problem solving skills, analytical skills, numeric skills, flexible, motivational, able to work under pressure, meticulous and self-driven.
<u>DUTIES</u>	:	Capture data from available records into the required formats e.g. databases, table, spreadsheet, verify missing data and errors observed during data entry, review and validate all data from the records, submit data and make regular backups of data, keep and maintain records and files, ensure records and files are properly sorted and secured, provide information to components, keep and maintain record files, send and receive emails when requested, report all IT problems immediately to supervisor, provide information to responsible components, check all machines and microphones and fault diagnosing of the CRT machines, report faults experienced during fault diagnosing process and log queries to helpdesk, capture Court roll from Court list/books and pre-schedule the cases prior to commencement of the proceedings, record Court proceedings as per Court appearance and related annotations for the case type in session, search for postponed cases and add later recording sessions to such locations, transfer Court recordings to the site server in 15min intervals, save and scan documents as requested, ensure that all cases records/Court documents for data capturing are kept safe while in your possession, sort and distribute incoming data to be captured equally, review and validate all data from the files, open files and file and update registers and statistics.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr PA Nkone Tel No: (012) 492 7606 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/76/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.