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ANNEXURE L

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:** 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: Cape Town:** 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.
- : **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 Somtseu & Stalwart Simelane Streets, Durban, 4000.

CLOSING DATE NOTE

- : 17 August 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, social media, 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 take note that the post of Deputy Director: Security Management with Ref No: 2026/70/OCJ advertised on Public Service Vacancy Circular 24 dated 10 July 2026 is a re-advertisement, Candidates who previously applied are encouraged to re-apply.

OTHER POSTS

<u>POST 27/60</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: 2026/88/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>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Strategic Management / Corporate Governance / Social Sciences / Development Studies / Economic Science / Public Administration or relevant qualification at NQF level 6 as recognised by SAQA. A minimum of five (5) years' experience of which three (3) years should be at ASD/Junior Management in the Strategic Planning environment. 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 National Treasury Prescripts, extensive knowledge and experience in strategy formulation, strategic planning or management service capacity environment, a sound knowledge of public finance legislation, knowledge of Strategic Framework on Planning (APP & Strategic Plan), Statistical knowledge, knowledge of Government prescripts, Public Finance Management Act, Public Service Act, Public Service Regulation 2016 and Public Service Transformation. Skilled in advanced computer literacy, advanced communication (verbal & written), financial management, presentation, planning and organising, analytical and decision-making, problem solving, strategising, report writing and project management.
<u>DUTIES</u>	:	Facilitate the development and approval of the OCJ Strategic, Annual Performance and Operational Plan: Develop circulars, timeframes and guidelines/ template for the APP, facilitate inputs for the development of the OCJ Strategic and Annual Performance Plan, ensure alignment of OCJ SP and APP is compliant with the planning prescripts, and compile the SP and APP presentations. Assist in coordinating Strategy and Service Delivery Planning (SDP) processes, including performance reporting, data analysis, and monitoring of institutional targets. Conduct the Situational Analysis for the OCJ: Conduct analysis of the internal and external environment as it relates to the OCJ and determine the analysis's particular goals and objectives as well as the stakeholders that will be participating. Manage the Sub Directorate: Management of performance and development, undertake Human Resource and other related administrative functions.

<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms P. Mahlangu Tel No: (010) 493 2501 HR Related Enquiries: Ms. S Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email to: 2026/88/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.
<u>POST 27/61</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SDIP REF NO: 2026/89/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>ENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Public Administration or equivalent qualification at NQF level 6 as recognised by SAQA. A minimum of two (2) years' experience in the field. 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 and understanding of Service Delivery Improvement Programmes, Batho Pele Principles, Strategic Planning, records management and customer satisfaction survey methodologies. Skilled in computer literacy, planning and analysis, problem solving, time management, presentation, communication and report writing, presentation. along with the following attributes: honesty, accountability, team player, attention to detail, flexibility, creativity and self-motivated.
<u>DUTIES</u>	:	Provide technical and administrative support in the development, implementation and monitoring of the OCJ Service Delivery Charter and Service Delivery Improvement Plan. Participate in the development and drafting, implementation and monitoring of the Service Delivery Improvement Plan (SDIP) and develop quarterly and annual SDC and SDIP reporting templates. Coordinate Public Service Month (PSM) /Integrated Public Service Programmes (IPSP), Batho Pele activities, and customer satisfaction surveys: Consult with Communications Unit on PSM/IPSP awareness posters and conduct research on PSM/IPSP poster content according to DPSA directives. Provide administrative and technical support during the development and implementation of OCJ Strategic and Annual Performance Plan and Operational Plan: Provide support in coordinating the development of the OCJ Strategic, Annual Performance and Operational Plans. Develop and edit draft monthly and quarterly reports for inputs in line with the Operational Plan. Maintain records management, resources, and correspondences of the Strategy and Service Delivery Planning Unit: Arrange stationery for the unit, maintain filing of documents and provide ad hoc administrative duties when required within the SSDP unit.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms P. Mahlangu Tel No: (010) 493 2501 HR Related Enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/89/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 27/62</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2026/90/OCJ</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Labour Appeals Court: Durban
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Interpreting or equivalent qualification in the field of languages at NQF level 6 with 360 credits as recognised by SAQA. A minimum of one (01) year practical experience in Interpreting environment or a Grade 12 certificate with at least ten (10) years' practical experience in Interpreting environment. Proficiency in English and Isizulu, proficiency in any other indigenous language, i.e. Xhosa, Sotho, Tswana or Zulu 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 of relevant Acts and Regulations, knowledge of culture, knowledge of subject area, know how to translate and be able to keep time frame. Skilled in computer literacy (MS Office), effective communication (written and verbal), time Management, good interpersonal relations, planning and organising, decision-

DUTIES

making, analytical thinking, excellent English language, problem solving, along with the following attributes: Flexible, self-driven and motivated, ability to work under pressure, accuracy and attention to detail.

: Render interpreting services. Interpret in Criminal proceedings, Civil proceedings, Older Persons Act matters, Family Protection from Harassment Act matters, Labour Court matters, Maintenance Act matters, Child Justice matters, Inquests and Equality Court matters, Interpret in pre-trial proceedings and consultations. Liaise with Supervisor for foreign language interpreters, interpret from source target language during Court proceedings for pre-trials consultations, interpret non-verbal gestures, dramatisation and confessions.

Engage with the Judiciary to confer on the readiness and/or performance in Court. Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language. Convey the correct language in accordance with the language usage of the speaker. Control the speaker and ensure that the citations are interpreted correctly. Translate legal documents and exhibits. Study and analyse the source documents. Conduct the necessary research and consult with the relevant parties. Ensure accurate cite translation of documents. Check, edit and revise the translated documents. Translate mechanically recorded audio material. Develop terminology and provide support in the reconstruction of records. Accumulate terminology and develop a database. Populate the terms and respective meaning in the glossary register. Gather all trial documents necessary to aid interpretation. Coin words and perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES

: Technical Related Enquiries: Mr S Cele Tel No: (031) 492 6207

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

APPLICATIONS

: Applications can be sent via email to 2026/90/OCJ@judiciary.org.za

NOTE

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

POST 27/63

: **REGISTRAR'S CLERK REF NO: 2026/91/OCJ**

SALARY

: R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE

: Labour And Labour Appeals Court: Cape Town

REQUIREMENTS

: Applicants should be in possession of Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience is required. Experience in general Legal Administration and /or a minimum of one (1) year' Administration experience in a Legal environment, LLB Degree / B com Law/BA Law/ Paralegal and/or an equivalent qualification and a 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 Services Legislation, Prescripts and Regulations. Skilled in research, communication (verbal and written), presentation, minute taking and report writing, problem solving and decision making and time management, good reporting, planning and organising, creative and analytical thinking and computer literacy (MS Office).

DUTIES

: Attend to enquiries from the public and Legal Practitioner for the upliftment of files, receiving pleading/ notice from Legal Practitioner/ Messenger for filling and stamping with date stamp, attend to filling of pleadings in the corresponding Court file, attend to drawing requested files and putting away Court files daily. Ensure that all requested for re-issuing of Court orders are attended to. Court online related duties. Assisting with enquiries from the public and legal practitioner and assist the Registrars with the locating of missing files.

ENQUIRIES

: Technical Related Enquiries: Mr.SD Hlongwane Tel No: (021) 424 9035

HR Related Enquiries: Mr. SD Hlongwane Tel No: (021) 469 4032

APPLICATIONS

: Applications can be sent via email to 2026/91/OCJ@judiciary.org.za

NOTE

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