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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.

Free State: Bloemfontein: 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

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 Sontseu & Stalwart Simelane Streets, Durban, 4000.

CLOSING DATE

: 24 August 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 the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements 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 of 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 28/54</u>	:	<u>REGISTRAR REF NO: 2026/92/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 service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Free State Division of The High Court: Bloemfontein
	:	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 qualification plus a minimum of 2 years post qualification experience in a legal profession (certificates of service must accompany the application). MR4: LLB degree or equivalent qualification plus a minimum of 8 years post-qualification experience in a legal profession (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 (certificates of service must accompany the application). A valid driver's license. Superior court/litigation experience and supervisory experience will serve as an added advantage. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge and skills: Knowledge of Case Flow Management and legislative frameworks governing the Public Service. Skilled in excellent communication (verbal and written), planning, organising, problem solving, numeracy, conflict management, time management along with the following attributes: Attention to detail, professionalism, strong work ethics and ability to work under pressure.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management and administrative support to the judiciary, comply with court rules and all relevant prescripts, handling taxation of bills of cost, manage the issuing of all processes and initiating of court proceedings, co-ordinate appeals and reviews, attend to and execute requests from the judiciary in connection with cases and case related matters, issue/sign court orders/letters to attorneys/litigants on behalf of the court, keep/check and analyse the court's monthly, quarterly and annual statistics and monitor the submission thereof, implement effective and efficient administration of court files and records management, deal with the files in terms of the relevant codes and legislation, prepare and present files for audit purposes, ensure the submission of records for translation, attend/oversee to general public queries/correspondences, attend to office management, planning and organizing and manage staff and related HR processes.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. S.P Mathibeli Tel No: (051) 492 4523

<u>APPLICATIONS NOTE</u>	:	HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4523 Applications can be sent via email to 2026/92/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 28/55</u>	:	<u>SUPPLY CHAIN CLERK REF NO: 2026/93/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>	:	Free State Provincial Service Centre, Bloemfontein Applicants should be in possession of a Grade 12 certificate. No experience required. National Diploma in Supply Chain Management / Economics / Finance / Financial Management / Procurement / Logistics / Public Management / or relevant qualification at NQF level six (06) as recognised by SAQA will serve as an added advantage. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge and skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics, basic knowledge and insight of the Public Service financial legislation, procedures and Treasury regulations (PFMA, PSA, DFI), knowledge of basic financial operating systems (BAS), basic knowledge of work procedures in terms of the work environment, knowledge of Batho Pele Principles. Skilled in communication (verbal and written), problem solving, good public relations, monitoring and analytical skills, computer literacy (MS Office), planning and organising, report writing and typing skills.
<u>DUTIES</u>	:	Capture invoices and creation of Creditor Payment Advises, verify all invoices received, capture correct information on LOGIS which will be defaulted to the Creditor Payment Advice, attach all the relevant prescribed documentation to the Creditor Payment Advice, maintain a computerised or manual register of all payments processed to track the status of such invoices, provide pertinent information on the state of the department's creditors to the relevant line managers, maintain and update the Procurement Status Report with details of the relevant transactions, render asset management clerical support, compile and maintain records (asset records/ database), check and issue furniture, equipment and accessories to components and individuals, identify redundant, non-serviceable and obsolete equipment for disposal and verify asset register, render demand and acquisition clerical support, carryout and implement preference points system with appropriate goals per commodity in terms of Preferential Procurement Policy objectives, provide secretariat or logistical support during the bid consideration and contracts conclusion process, , distribute store items to the end-user in the absence of the responsible person, process Purchase Orders (PO), verify if contract existing in a PO should be placed for the item on contract, verify and capture source documents and place the order with the supplier, draft Letters of Awards in cases of the unavailability of LOGIS and other urgent circumstances, send properly signed purchase orders in regard of all goods and service requests to suppliers, render and record all procurement transactions, provide support in monthly reporting for Supply Chain Management department, administer supply chain day-to-day duties for procurement of goods and services, ensure proper filing, recording, safe keeping of documents for audit purposes, administration of stores and compile SCM reports on orders issued.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. T.J Diphoko Tel No: (051) 492 4617 HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email to 2026/93/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 28/56</u>	:	<u>REGISTRAR'S CLERK REF NO: 2026/94/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>	:	KwaZulu-Natal Local Division of The High Court: Durban Applicants should be in possession of Grade 12 certificate. No experience required. A driver's license will serve as an added advantage. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on

the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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, National archives and Batho Pele Principles. Skilled in computer literacy (Microsoft Office), communication, numeracy, interpersonal, problem solving, analysing, time management 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, handle court's 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, safe-keep and dispose of case records.

ENQUIRIES

: Technical Related Enquiries: Mrs K Marais Tel No: (031) 492 5562

HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 4931723

APPLICATIONS

: Applications can be sent via email to 2026/94/OCJ@judiciary.org.za

NOTE

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

POST 28/57

: **ADMINISTRATION CLERK REF NO: 2026/95/OCJ**

SALARY

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

CENTRE

: National Office: Midrand

REQUIREMENTS

: Applicants should be in possession of Grade 12 certificate. No experience required. A driver's license will serve as an added advantage All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Knowledge and Skills: Knowledge of Records Management, knowledge and understanding of Service Delivery Improvement Programmes, knowledge and understanding of Batho Pele Principles, knowledge and understanding of Strategic Planning. Skilled in good communication (written and verbal), computer literacy (MS Office), good interpersonal skills, time management, planning, organising, administration skills, problem solving and good customer service.

DUTIES

: Provide administrative and technical support to all strategic planning processes: Provide logistical arrangements to all planning sessions, including securing the venue, catering, electronic equipment, etc. Compile memos and guidelines in preparation for all planning processes, provide support to the development of OCJ Environmental Scan Report, provide support to the process of coordinating the development of the OCJ Strategic, Annual Performance, and Operational Plans, quality assure the submission of OCJ Strategic, Annual Performance and Operational Plans. Provide administrative and technical support to Service Delivery Improvement processes: Review quarterly, annual SDC and SDIP reporting templates, develop and edit Draft Service delivery improvement reports (SDC, SDIP, Batho Pele and Frontline Service Delivery Monitoring reports), quality assure the submission of the Service delivery improvement reports, keep up breast with the Service Delivery Improvement processes. Compile monthly and quarterly performance reports of the Strategy and Service Delivery Planning: Develop, edit, draft monthly and quarterly reports for inputs in line with the Operational Plan, quality assure the sourcing of all the required portfolio of evidence documents, upload relevant Portfolio of evidence to the reporting system, ensure the submission of portfolio evidence to relevant units. Provide clerical administrative support to the

Strategy and Service Delivery Planning unit: Liaise with internal and external stakeholder engagement, update the records management system, keep abreast of the SharePoint for filing and archiving purposes, provide ad hoc administrative duties when required within the SSDP unit, ensure submission and distribution of unit documents to business units, ensure a successful logistical arrangement for travelling, meetings and workshops.

ENQUIRIES

: Technical Related Enquiries: Ms P. Mahlangu Tel No: (010) 493 2501
HR Related Enquiries: Ms. S. Tshidino Tel No: (010) 493 8771

APPLICATIONS
NOTE

: Applications can be sent via email to 2026/95/OCJ@judiciary.org.za
: The Organisation will give preference to candidates in line with the Employment Equity goals