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ANNEXURE J

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**

: **Supreme Court of Appeal/Electoral Court/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.

Mpumalanga/Mbombela: 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

: 04 September 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 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 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 posts of Judge's Secretary (X2 posts) at the Gauteng Division of the High Court: Johannesburg, Ref No: 2026/101/OCJ advertised on Public Service Vacancy Circular 29 dated 13 August 2026 has been withdrawn. The Registrar post, Ref No: 2026/103/OCJ at the Northern Cape High Court: Kimberley advertised on Public Service Vacancy Circular 29 dated 13 August 2026, the applications should be directed 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. The closing date has been extended to 04 September 2026.

OTHER POSTS

<u>POST 30/66</u>	:	<u>ASSISTANT DIRECTOR: JUDICIAL SUPPORT REF NO: 2026/112/OCJ</u>
<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>	:	Electoral Court: Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree or equivalent legal qualification at NQF level 8 as recognised by SAQA. A minimum of three (3) years' relevant experience in a legal fraternity/law research services/judicial support services of which one (1) year should be at supervisory level. A valid driver's license. Electoral Court or Superior Court experience will be an added advantage. Knowledge and Skills: Knowledge of relevant legislation, policies and prescripts, knowledge of Electoral Court Rules and Practice Manual, knowledge of information resources and online retrieval of information, sound understanding of South African law and judicial system. Skilled in communication (verbal and written), problem solving and decision-making, report writing, speech writing, editing, financial management, presentation, planning and organising, computer literacy (MS Office), excellent research capabilities, strategic and analytical.
<u>DUTIES</u>	:	Provide judiciary administrative and personal assistance support services, arrange and diarise meetings and appointments involving the chairperson, ensure attendance on all queries addressed to the office of the chairperson, draft and compile all complex legal memoranda, letters, reports and presentations. Prepare and draft speeches, prepare and draft minutes of meetings, assist the chairperson with drafting official statements or clarifications to the public/media, manage urgent electoral matters. Conduct legal research and provide research support in the preparation of hearings and trials, analyse and apply complex legal principles and provide summaries to the chairperson, monitor electoral disputes from filing to resolution, ensuring timelines are met in line with statutory requirements, proofread all judgments, articles, speeches and conference notes. Quality assure all references and footnotes in all judgments and legal articles, attend to correspondence in relation to reserved judgments as well as complaints arising from reserved judgments, coordinate arrangements for the reconstruction of delayed appeal records, facilitate the monthly reserved judgments statistics and updating the reserved judgments register, compile reports on electoral dispute trends, outcomes and recommendations for judicial or legislative improvements.

Provide logistical support services for the chairperson, coordinate all logistics for meetings and other engagements of the chairperson, locally and internationally, including the submission of reports and presentations as well as the implementation of resolutions emanating from such meetings. Attend to actionable items and provide necessary secretariat support in all meetings chaired by the chairperson, manage travel arrangements and complete documentation for approval, facilitate maintenance of chairperson's vehicle and logbook, coordinate with the IEC, political parties and observers to ensure smooth communication and compliance with court directives. Provide a record management function, including collection, distribution, retrieval and filing of records. Must be prepared to travel with the chairperson to meetings and conferences and perform any other function directed by the chairperson as and when required.

<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623 HR Related Enquiries: Ms. N de la Rey Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/112/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 30/67</u>	:	<u>OFFICE MANAGER REF NO: 2026/113/OCJ</u>
<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>	:	Mpumalanga Division of The High Court: Mbombela
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a three (3) year's National Diploma in Office Administration / Public Management or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA/ A minimum of three (3) years' relevant experience in an Office Administration environment of which one (1) year should be at supervisory level. A valid driver's license/LLB Degree will be an added advantage. Knowledge and skills: Knowledge of office management responsibilities, systems and procedures and knowledge of electronic information resources and online retrieval. Skilled in communication (verbal and written), ability to interpret the law, legal writing/drafting /legislative drafting, strong leadership, management capabilities, computer literacy (MS Office), report writing, presentation, problem solving, decision-making, interpersonal relations, organisational skills. Along with the following attributes: ability to multitask, ability to work long hours, under pressure and meticulousness.
<u>DUTIES</u>	:	Manage the office of the Judge President, support the Judge President in communication with all stakeholders, management and supervision of Judges' support staff and operations, oversee the administration within the Office of the Judge President and follow up on the Judge President's instructions to ensure prompt execution by relevant operational units at the court, liaise with all stakeholders in the department, Heads of Court, Senior Managers, Judges, National office, Legal Professional bodies and other stakeholders with regard to matters emanating from the Office of the Judge President and channel communication to both internal and external stakeholders. Prepare presentations and briefing notes for the Judge President and disseminate complex information to all relevant stakeholders, compile, analyse and report progress on a monthly/quarterly basis. Compile all letters, reports, memoranda and presentations. Ensure tracking of timeframes to enable compliance with various deadlines, manage all the logistical arrangements for the Judge President's meetings, coordinate the submission of meeting reports and circulate thereafter, provide secretariat support in meetings chaired by the Judge President, ensure the correct application of regulations, resolutions, policies or any other legal source and execute any duties assigned by the Judge President or a Judge designated by the Judge President.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. RS Ledwaba Tel No: (013) 758 0000 HR Related Enquiries: Mr SJ Zwane/ Mr MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/113/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 30/68</u>	:	<u>STATISTICAL OFFICER REF NO: 2026/114/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>	:	Supreme Court of Appeal: Bloemfontein
<u>REQUIREMENTS</u>	:	National Diploma in Statistics/Mathematics/Economics/Econometrics or

equivalent qualification at NQF level 6 as recognised by SAQA. A minimum of two (2) years' relevant experience in a statistical environment. Experience in a court environment will be an added advantage. Knowledge and skills: Knowledge and understanding of the legislative framework governing the Public Service and knowledge of relevant policies and strategies. Skilled in computer literacy (MS Office – especially Excel), communication (verbal and written), planning, organising, presentation/facilitation, problem solving, numerical, analytical, interpersonal skills, report writing, attention to detail and time management along with the following attributes: professionalism, strong work ethics, time management, ability to work under pressure, flexible, creative and innovative.

DUTIES : Manage and administer data collection on court processes, identify data required, collate data on a uniform tool as requested, ensure accurate data is collected and checked, analyse data information into the format required, maintain databases with datasets, enter data into the reporting tools, liaise with sources of information, identify training needs and offer information sessions and training, follow-up, verify and clean the data before processing, keep/check and analyse the court's monthly, quarterly and annual statistics and the submission thereof, deal with the files in terms of the relevant codes and legislation, prepare and present cases for audit purposes and manage the staff component and related functions.

ENQUIRIES : Technical Related Enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623
HR Related Enquiries: Ms. D.S.J Peters Tel No: (051) 492 4523

APPLICATIONS : Applications can be sent via email to 2026/114/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 30/69 : **REGISTRAR'S CLERK REF NO: 2026/115/OCJ**

SALARY : R237 453 - R279 708 per annum (Level 05). 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 a grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience is required. A three (3) year's National Diploma in Legal qualification or equivalent at NQF 6 with 360 credits as recognised by SAQA. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of working procedures in terms of the working environment, registry processes and practice, storage and retrieval procedures in terms of the working environment, knowledge and understanding of legislative frameworks governing the Public Service, filing system, Mail procedure manual, Promotion of access to information Act and National archives. Batho Pele Principles. Skilled in computer literacy (MS Office), communication, numeracy, interpersonal, problem solving and analysis, 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 and safe-keep and dispose of case records. 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 systematic recording of court files and keep a 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 and 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 prescriptions and leave policies and prepare and sign performance agreement timeously.

ENQUIRIES : Technical Related Enquiries: Ms DY Seswene Tel No: (013) 492 2213
HR Related Enquiries: Mr. SJ Zwane/ Mr. MV Maeko Tel No: (013) 758 0000

APPLICATIONS : Applications can be sent via email to 2026/115/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.