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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

: **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.

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

CLOSING DATE **NOTE**

: 05 October 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 purposes 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 information for internal audit purposes as required by policies. All the information requested now or during the process is 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities behavioural preferences, emotional intelligence and integrity.

ERRATUM: Kindly take note that the post of Administration Clerk: Asset at the Gauteng Division of the High Court: Johannesburg, Ref No: 2026/127/OCJ advertised on Public Service Vacancy Circular 32, dated 04 September 2026 has been withdrawn.

MANAGEMENT ECHELON

<u>POST 34/82</u>	:	<u>CHIEF OF STAFF: PRIVATE OFFICE OF THE CHIEF JUSTICE REF NO: 2026/138/OCJ</u> (Three Year Fixed Term Contract)
<u>SALARY</u>	:	R1 554 696 – R1 858 821 per annum (Level 14), (all-inclusive package), consisting of 70% basic salary and 30% 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 REQUIREMENTS</u>	:	National Office: Midrand
	:	Applicants should be in possession of a Grade 12 certificate and an LLB or equivalent qualification in Law (NQF 7) as recognized by SAQA. A postgraduate qualification in Management or Legal will be an added advantage. A minimum of five (5) years' appropriate experience at Senior Management level. Experience in management either in the public or private sector. One of the minimum entry requirements for Senior Management Service is the pre-entry certificate. For more details on the pre-entry course, visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme . The successful candidate will be required to complete this prior to appointment. Proven ability to draft and quality control highly complex policy documents and legal instruments. An understanding of the South African legal system. Extensive knowledge of the functioning of an executive office and related administrative systems. Organisational ability and analytical acumen. Advanced research and writing skills. Advanced knowledge of the application of MS Office applications. Ability and willingness to travel when required and work long hours. A valid driving license. The candidate needs to meet the requirements for a top-secret security clearance. Attributes and competencies: Self driven, display initiative, ability to meet strict deadlines and to work under pressure, a sense of attention to detail, and excellent communication skills (written and verbal). Strategic capability and leadership, programme and project management, financial management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity.
<u>DUTIES</u>	:	Provide strategic leadership in the Private Office of the Chief Justice. Manage and ensure the effective and efficient administration of the Private Office of the Chief Justice. Act as principal point of contact between the Private Office of the Chief Justice and the Office of the Secretary General of the OCJ. Manage

financial, human and other resources allocated to the Private Office of the Chief Justice. Provide and coordinate protocol, security and related technical or legal administration support services. Provide executive and administrative support to the Chief Justice and the Deputy Chief Justice inclusive of household support services. Provide domestic and international stakeholder relations management services. Oversee the planning of major international and domestic events hosted by the Chief Justice. Provide executive liaison services to the Chief Justice and the Deputy Chief Justice in support of their ceremonial functions and interaction with the Executive and Legislative Branches of the State. Develop, maintain, and implement administrative (document and other management), systems for the Private Office of the Chief Justice. Develop, manage and coordinate the preparation of draft speeches, research and related documents as required by the Chief Justice and the Deputy Chief Justice.

ENQUIRIES
APPLICATIONS
NOTE

Technical Related and HR Enquiries: Ms. LP Mpe Tel No: (010) 493 2500
Applications can be sent via email to 2026/138/OCJ@judiciary.org.za
The Organisation will give preference to candidates in line with the Employment Equity goal.

OTHER POSTS

<u>POST 34/83</u>	:	<u>ADMINISTRATION CLERK: DCRS REF NO: 2026/136/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</u>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A minimum of one (1) year experience in court recordings, exposure to court related functions and driver's license will serve as an added advantage. Knowledge and skills: Knowledge of digital recording process, conducting system test and operating a DCRS/CRT machine. Skilled in computer literacy (MS Office), communication (verbal and written), document management, customer service, interpersonal skills and problem-solving. Along with the following attributes: accuracy, attention to detail and ability to work under pressure.
<u>DUTIES</u>	:	Before court proceedings test and operate recording equipment, perform digital recording of court proceedings and ensure the integrity of such recordings, provide administrative support at circuit courts, collection of statistics, provide administrative support in general for court performance and case flow management, provide any other administrative support in relation to case flow, HR, Finance and Supply Chain as required by the Judiciary, Court Manager, Chief Registrar and Supervisor.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. N Chwethiso Tel No: (021) 480 2411 HR Related Enquiries: Mr. SD Hlongwane Tel No: (021) 469 4032
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/136/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 34/84</u>	:	<u>DATA CAPTURER REF NO: 2026/137/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</u>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A valid drivers' license will serve as an added advantage Knowledge and skills: Knowledge of clerical duties, practices as well as the ability to capture data, Batho Pele principles and working procedures in terms of the working environment. Skilled in communication (written and verbal), interpersonal relations, computer literacy, customer service, planning, organising, problem solving, analytical and numeracy skills. Along with the following attributes: ability to work under pressure, flexible, motivated, 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, update registers and statistics, keep and maintain records and

files, ensure records and files are properly sorted and secured, provide information to components, provide support to the verification personnel with availing data sources required and files, collect correspondence from general office, distribute files and correspondence to Registrars, send and receive emails when requested, report all IT problems immediately to supervisor, provide any other support as required by the judiciary, Court Manager and/or supervisor and provide information to responsible components, keep and maintain records and files in an organised method, ensure that all case records/court documents for data capturing are kept safely while in your possession, attend to Attorneys queries with respect to quasi-judicial matters, review and validate all data from the files, open files, sort and distribute incoming data to be captured equally, update registers and statistics

Technical Related Enquiries: Ms. S Ndou Tel No: (021) 480 2635

HR Related Enquiries: Mr. SD Hlongwane Tel No: (012) 482 3809

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