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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

: **Limpopo/Thohoyandou:** Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.
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
KwaZulu-Natal: Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000 or hand deliver applications to Office of the Chief Justice Durban High Court, Human Resource Office, Ground Floor, Corner Somsteu Road and Stalwart Simelane Street, Durban, 4000
Eastern Cape: Makhanda/Mthatha: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
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 Division of the High Court, Cnr President Brand and Fontein Street, Bloemfontein, 9301

CLOSING DATE NOTE

: 23 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 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

POST 36/60

DEPUTY DIRECTOR: DEPARTMENTAL INFORMATION SECURITY OFFICER REF NO: 2026/138/OCJ

SALARY

: 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.

CENTRE

: National Office: Midrand

REQUIREMENTS

: Applicants should be in possession of a National Diploma in Information Technology related or equivalent qualification in Information Security at NQF Level six (6) with 360 Credits) as recognised by SAQA. A minimum of four (4) years' experience in IT Systems Security and ICT Governance of which three (3) years' should be at Assistant Director / Junior Management level. CISSP or CISM or CASP or SABSA Certificates or Equivalent Certification and driver's license will serve as an added advantage. Knowledge and skills: Knowledge of IT Security Policy Development and administration, working knowledge and experience with ISO 27001, other related information security standards and frameworks, understanding of ICT threats, vulnerabilities in all ICT domains and Applicable remediations and technologies, Skilled in ICT Risk management, Disaster Recovery and ICT Continuity, ICT Audits and Compliance, Public Service Regulations and ICT Governance. Skilled in communication (written and verbal), computer literacy (MS Office), Project Management, planning and organising, report writing, negotiation, interpersonal skills, decision making and Interviewing skills.

DUTIES

: Define, operate and monitor a system for information security management including the development and implementation of the information security programme: Assess the current information security status, identify and analyse gaps, liaise with business units regarding ICT Risks and Security matters, oversee information security projects and conduct research on technology and risks. Develop and coordinate the information security risks treatment plan: Conduct information security risk assessment, coordinate

management information risk activities and liaise with business units. Monitor and review the information security management program: Conduct self-assessment, analyse and conduct vulnerability assessments, review management compliance, coordinate and report on implementation of corrective measures. Coordinate and oversee implementation of end-point security: Develop end-user management and access control procedures, manage and coordinate the implementation of technology, review and improve endpoint-security deployment; Coordinate and manage user identity, logical access and physical access to IT assets: Develop and monitor implementation of user access control procedures, liaise with relevant stakeholders, coordinate the implementation of policy and procedures and monitor compliance, Development and Implementation of Disaster Recovery and ICT Continuity Plans. Manage the Sub Directorate: Manage performance and development system within the sub-directorate, Maintenance of discipline, Undertake administrative functions within the unit, Establish, implement and maintain efficient and effective communication arrangements, Develop and manage the operational plan and report on progress as required, Compile and present all required administrative reports, serve on transverse task teams as required, procurement and asset management for the sub directorate, plan and allocate work.

<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr T Mohono Tel No: (010) 493 8754 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/138/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 36/61</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 2026/139/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>	:	Limpopo Division of The High Court: Thohoyandou
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' experience as a Court Interpreter of which one (1) year should be at supervisory level. Language proficiency: English and either Tshivenda, Xitsonga, Sepedi. Knowledge of Isi-Zulu/Setswana and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Batho Pele and the OCJ Principles, Court proceedings, Cultural diversity, Knowledge of Policies, Prescripts, and Legislation and Full command of the languages. Skilled in communication (oral and written), listening, computer literacy (Ms Word, PowerPoint, Outlook and Internet, etc.), problem solving, interpersonal relations, planning and organising, people skills, intermediate typing and customer service orientation.
<u>DUTIES</u>	:	Render interpreting services in high profile matters, interpret in complex cases, interpret in criminal, civil, and Labour Court, interpret in small claims court, interpret in disciplinary hearing, interpret in Conciliation and Arbitration, interpret in confession, interpret pre-trial proceedings and consultations. Control, supervise and attend to personnel administrative aspects of interpreters, provide mentoring and coaching to junior/ senior interpreters, manage performance agreement contracts, draw a schedule for replacement of Court Interpreters, control leave of Court interpreters and submit Court hour registers, quarterly submit probation reports, monitor subordinates on EHWP, translate Legal documents and exhibits, study and analyse the source documents, conduct necessary research and consult, develop terminology, harvest of terminology, database development, provide terms and their respective meanings in the glossary register, 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 regards 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: Mr. M.P Netshilulu Tel No: (015) 495 1741 HR Related Enquiries: Ms. E.M Ramaphakela Tel No: (015) 495 1744
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/139/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the

Employment Equity goals.

<u>POST 36/62</u>	:	<u>PRINCIPAL COURT INTERPRETER REF NO: 2026/140/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 REQUIREMENTS</u>	:	KwaZulu-Natal Division of The High Court: Pietermaritzburg
	:	Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' practical experience in Court Interpreting of which one (1) year should be at supervisory level. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Batho Pele and the OCJ Principles, Court proceedings, Cultural diversity, Knowledge of Policies, Prescripts, and Legislation and Full command of the language. Skilled in communication, computer literacy, listening, interpersonal, customer service orientation, planning and organising, problem solving and confidentiality. Along with the following attributes: Ability to work under pressure and art of interpreting.
<u>DUTIES</u>	:	Render interpreting services in high profile matters, interpret in complex cases, interpret in criminal, civil, and Labour Court. Interpret in Small claims Court, control and attend to personnel administrative aspects of Interpreters, provide and coaching to junior Interpreters, manage performance agreement contracts, draw a schedule for replacement of Court Interpreters, translate Legal documents and exhibits, study and analyse the source documents, conduct necessary research and consult, Check, edit and revise the translated documents, procure foreign language interpreters and casuals in line with PFMA and the relevant policy. Report statistics to be generated and escalated to the cluster manager for consolidation, authorise payments of foreign and casual language interpreters, develop terminology, harvest of terminology and database development, provide terms and their respective meanings in the glossary register, supervise and develop staff and allocate duties and perform quality control on the work delivered by officials.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr MN Zondi Tel No: (033) 345 8211 HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/140/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 36/63</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2026/141/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 REQUIREMENTS</u>	:	Eastern Cape Division of The High Court: Mthatha
	:	Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A minimum of two (2) years' practical experience in Court Interpreting or Grade twelve (12) certificate with at least ten (10) years' practical experience in Court Interpreting. Proficiency in English, isiXhosa Afrikaans, isiZulu or Sesotho. A valid driver's license 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 relevant acts and regulations, knowledge of culture, knowledge of subject area, knowledge on how to translate and be able to keep to time frame, computer literacy (MS Office), effective communication skills (written and verbal), time management, good interpersonal relations skills, listening skills, customer service skills, problem solving skills, planning and organising skills, decision-making skills. analytical thinking, excellent English language, flexible, motivational, able to work under pressure, meticulous, self-driven and people centric.
<u>DUTIES</u>	:	Render interpreting services: Interpret in Children's Act matters, criminal proceedings, Civil proceedings, Domestic Violence Act matters, Older Persons Act matters, Family, Protection from Harassment Act matters, Labour, Maintenance Act matters, Child Justice matters, Inquests, and quasi-judicial matters, interpret in small claims Courts, interpret in disciplinary hearing, interpret in Conciliation and Arbitration, interpret in confession. Interpret in pre-trial proceedings and consultations, liaise with the supervisor for foreign language interpreters, interpret from source to target language during Court proceedings, pre-trial, consultation, quasi, judicial. interpret non-verbal

gestures, dramatization and confessions, engage with the judiciary to confer on the readiness and/or performance of a particular interpreter in Court, render legal and quasi-judicial and language service: 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 language usage of the speaker, control the speaker and ensure that the citations are interpreted correctly, interpret non-verbal gestures dramatization and confessions, translate legal documents and exhibits: Study and analyse the source document, conduct the necessary research and consult with the relevant parties, ensure accurate cite translation documents, check, edit and revise the translated document, translate mechanically recorded audio material. Develop terminology and provide support in the reconstruction of records: Accumulate terminology and develop database, populate the terms and respective meaning in the glossary register, gather all trial documents, attend to mechanical recordings, compare notes of the Presiding Officer, State and Defence.

<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. M Mhlontlo Tel No: (047) 504 5500 HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/141/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 36/64</u>	:	<u>JUDGE'S SECRETARY REF NO: 2026/142/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>	:	Supreme Court of Appeal: Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade Twelve (12) Certificate. An LLB degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law degree or related qualification at NQF level six (6) as recognised by SAQA (results must accompany the application). A minimum of two (2) years secretarial experience. A valid driver's license. Secretarial experience in a legal/court environment will service as an added advantage. Shortlisted candidates will be required to pass a typing test. Knowledge and skills: Knowledge of the Constitution of South Africa, relevant legislation, regulations and case lines. Skilled in computer literacy (MS Office), research capabilities, proficiency in English, communication (verbal and written), administration and organisational skills, interpersonal skills, customer service and typing skills along with the following attributes: Ability to meet strict deadlines and to work under pressure, attention to detail, confidentiality and time management.
<u>DUTIES</u>	:	Provide general secretarial/administrative duties to the Judge. Typing (or formatting) of draft memoranda decisions, opinions or judgment entries written by, or assigned by the Judge. Manage and type correspondence, judgments and orders for the Judge (including dictaphone typing). Arrange and diarise appointments, meetings and official visits. Make travel and accommodation arrangements. Store, keep and safeguard all case files and update the case files with the order made by the Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent cases after hours and ensure the integrity of such recordings. Accompany the Judge to Court. Manage the Judge's vehicle, logbook and the driving thereof. Compile data and prepare reports and documents for the Judge as necessary including expense reports, financial disclosure statements and case management. Arrange refreshments for the Judge and his/her visitors and attend to their needs. Manage the Judge's library and the updating of documentation. Execute legal research as directed by the judge and comply with all departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	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
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/142/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 36/65</u>	:	<u>ADMINISTRATION OFFICER REF NO: 2026/143/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>	:	Supreme Court of Appeal: Bloemfontein

<u>REQUIREMENTS</u>	:	Applicants should be in possession of National Diploma in Business Administration/ Public Administration or Public Management qualification at NQF level six (6) as recognised by SAQA. A minimum of two (2) years' experience including internship and learnership. A valid drivers' license will serve as added advantage. Knowledge and skills: Departmental codes and policies, prescripts, PFMA, Public Service Regulation, Public Service Act and Batho Pele Principles. Skilled in Communication (verbal and written, computer literacy, problem solving, analytical skills, Human Resources Management, Financial Management, planning and organisation skills and supervisory skills.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data, update registers and statistics, handle routine enquiries, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component, type basic letters and/or other correspondence when required, keep and maintain the incoming and outgoing register of the component, authorise payments, receipts and confirm deposits on the BAS system, verify transactions on the BAS system, identify loss within the office and report to the provincial office i.e. fruitless and wasteful expenditure, unauthorised expenditure and irregular expenditure, compile expenditure reports and gift registers, ensure proper penalisation on the transcription invoices, quality assure S&T claims, cell phone claims, data claims, invoices (payment batches), payment register, receipts and receipt registers, ensure that suppliers are authorised on Logis, link suppliers with the correct responsibility and item, verify suppliers' details on CSD report, verify the relevant annexures for compliance to local content and production, ensure that goods are captured in registers and databases, receive request for goods from end users, update and ensure the maintenance of the register of suppliers, ensure the implementation Conditions of Services, ensure the implementation of recruitment, selection and appointment process in the Court, monitor the submission of performance agreements, annual assessment and mid-year review, compile training needs, support the implementation of the training plan in the Court, 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: Mr. V.Z.J Zwane Tel No: (051) 492 4623 HR related enquiries: Ms D.S.J Peters Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/143/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 36/66</u>	:	<u>ACCOUNTING CLERK REF NO: 2026/144/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>	:	Eastern Cape Division of The High Court: Makhanda
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade 12 certificate. No experience required. Knowledge and skills: Knowledge and sound understanding of the PFMA, Treasury Regulations, BAS, PPPFA guidelines and other related prescripts. Skilled in computer literacy. (MS Word, PowerPoint, Excel and Outlook), accuracy, attention to detail, communication, administration and organisation skills. Along with the following attributes: ability to work under pressure independently, self-motivated and meet deadlines.
<u>DUTIES</u>	:	Prepare VA26 to book accommodation, car hire, shuttle service and flights for witnesses as well as temporary officials, receive S & T Claims, cellphone and data re-imbursement claims for Judges and officials as well as temporary officials. Filing, retrieve and safeguard finance payment batches, custodian of the petty cash and assigned a duty of paying ordinary witnesses, expert witnesses and psychologists. Process payments for service providers of Goods and services within the prescribed turnaround time.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. L Frazer Tel No: (046) 603 5000 HR Related Enquiries: Mr. S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/144/OCJ@judiciary.org.za

NOTE

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