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ANNEXURE K

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.
- : **Gauteng/Pretoria:** Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- : **Northern Cape: Kimberly:** Quoting the relevant reference number, direct your application 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.
- : **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.

CLOSING DATE

: 31 July 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 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.

OTHER POSTS

<u>POST 25/114</u>	:	<u>ASSISTANT DIRECTOR: ETHICS AND INTEGRITY MANAGEMENT REF NO: 2026/77/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>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Public Administration or equivalent qualification at NQF level six (6) as recognised by SAQA. A minimum of three (3) years' experience in Integrity and Ethics Management of which one (1) year should be at supervisory level. Knowledge of the e-Disclosure system. A certified Ethics Officer and a valid drivers 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: RSA Constitution, Public service Act 1994, Public Service Regulation 2016, knowledge of PFMA, knowledge of Integrity and Ethics Management Processes, Knowledge of Fraud and Ethics Strategy, understanding of Ethics Risk Assessment, as well as relevant directives, teamwork, technical skills, reporting skills, presentation skills, planning and execution.
<u>DUTIES</u>	:	Monitor, and report on the implementation of the e-Disclosure prescripts (both SMS Members and Other categories), review the draft Fraud Prevention and Anti-Corruption Policy and Ethics Management Policies, ensure, monitor, and report on conflict of interest including acceptance of gifts, remuneration work outside the Public Service (Rwops) and doing business with an organ of the State, conduct ethics awareness, provide inputs on the ethics risk assessment, provide support to the Ethics Governance Structure meetings, monitor the implementation of the Lifestyle Audit, supervise and develop staff.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. Maria Mahlangu Tel No: (010) 493 2688 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Applications can be sent via email to: 2026/77/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.
<u>POST 25/115</u>	:	<u>ADMINISTRATION CLERK: DCRS REF NO: 2026/78/OCJ (X2 POSTS)</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 twelve (12) Certificate No

experience required. A minimum of one (1) year experience in Court recordings, exposure to Court related functions and a valid drivers 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. Skills and Competencies: Computer literacy (MS Office), good communication skills (verbal and written), good interpersonal skills and good problem solving skills, accuracy and attention to detail, ability to work under pressure and good customer service

DUTIES :

Test and operate recording equipment's before Court proceedings, 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, manage documents and operate DCRS/CRT machines.

ENQUIRIES

: Technical Related Enquiries: Ms. N Hanekom Tel No: (021) 480 2635
HR Related Enquiries: SD Hlongwane Tel No: (021) 469 4032

APPLICATIONS

: Applications can be sent via email to 2026/78/OCJ@judiciary.org.za

NOTE

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

POST 25/116

: **REGISTRAR'S CLERK REF NO: 2026/79/OCJ (X2 POSTS)**

SALARY

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

CENTRE

: Constitutional Court: Braamfontein

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 required. An LLB/ B Com Law/ BA Law/ Paralegal qualification, experience in general legal administration, one (1) year administration experience preferably in a Court environment and 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 document management and filing, Batho Pele Principles, good communication (written and verbal), computer literacy (MS Office), good interpersonal skills, good public relations skills, ability to work under pressure, customer service, time management skills.

DUTIES

: Issuing and filing of all Court processes, assist with the management, archiving and safeguarding of Court Records, attend to audio recording and transcription of Court proceedings, compilation of statistics, attend and oversee enquiries/correspondence from Court users, render Court online related and case flow management duties, comply with the telephone prescripts, HRM and organisational policies, perform any other clerical and administrative duties required for the effective and efficient functioning of the Court as required by the Judiciary, Director and Chief Registrar.

ENQUIRIES

: Technical Related Enquiries: Ms. SR Tjamela Tel No: (011) 359 7460
HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400

APPLICATIONS

: Applications can be sent via email to 2026/79/OCJ@judiciary.org.za

NOTE

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

POST 25/117

: **REGISTRAR'S CLERK REF NO: 2026/80/OCJ**

SALARY

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

CENTRE

: Division of The High Court: Pretoria

REQUIREMENTS

: Applicants should be in possession of a Grade 12 Certificate. No previous experience required. A valid drivers' license will serve as an added advantage. 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 and national archives. Batho Pele principles, effective communications skills (written and verbal), good

	interpersonal skills, computer literacy skills, problem solving skills, analytical skills, numeric skills, time management skills, administrative skills, flexible, able to work under pressure, self-motivated, ability to work independently, attention to detail and ability to work as a team.
<u>DUTIES</u>	: 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 of services, safe-keep and dispose of case records, 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, 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, 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.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Mr PA Nkone Tel No: (012) 492 7606 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	: Applications can be sent via email to 2026/80/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 25/118</u>	: <u>TYPIST REF NO: 2026/81/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>	: Northern Cape Provincial Service Centre: Kimberley
<u>REQUIREMENTS</u>	: Applicant should be in possession of Grade 12 Certificate. No experience is required. 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 legal terminology, Court procedures, rules and environment, counter services, filing system, understanding of legislative governing the Public Service (Batho Pele Principles & PSR), computer literacy (Microsoft Office) typing skills (speed 35 words per minute), Dictaphone typing skills, good problem – solving skills, effective communication skills (written and verbal), time management skills, client orientation and customer focus.
<u>DUTIES</u>	: Type Court orders, Court documents and reports, type judgements, compile term roll, week roll and un/opposed motion and maintain registers, compile and submit relevant Judgements to Stakeholders.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Ms T Methu Tel No: (053) 492 3497 HR Related Enquiries: Ms P Netshivhale Tel No: (053) 492 3535
<u>APPLICATIONS</u>	: Applications can be sent via email to 2026/81/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 25/119</u>	: <u>USHER MESSENGER REF NO: 2026/69/OCJ</u>
<u>SALARY</u>	: R170 226 - R200 523 per annum (Level 03). 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>	: Applicant should be in possession of Grade ten (10) Certificate. No experience is required. Grade 12 Certificate, a minimum of one (1) year' experience in general administration, general computer knowledge and intermediate experience 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. Skills and Competencies: Good communication skills, interpersonal skills, planning and organising skills and computer skills (Intermediate).
<u>DUTIES</u>	: Escort Judges to Court and attend proceedings, all the Court to session, hand exhibits and documents between the counsel and Judge, assist in person litigants with Court-on-line in the Courtroom and in the general office, general messenger duties inside and outside of the Court, collect and distribute post, parcels, files and documents, photocopying of documents and Judgments,

ENQUIRIES

assist in other administration sections during term and recess as requested by
Chief Registrar and Court Manager

: Technical Related Enquiries: Ms N Hanekom Tel No: (021) 480 2636

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

APPLICATIONS

: Applications can be sent via email to 2026/69/OCJ@judiciary.org.za

NOTE

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