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ANNEXURE N

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

: **Gauteng/Randburg:** 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.
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.
Eastern Cape/Mthatha/Makhanda/Gqeberha/Bisho: 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.

CLOSING DATE NOTE

: 07 August 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 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 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 26/115</u>	:	<u>LAW RESEARCHER REF NO: 2026/82/OCJ</u>
<u>SALARY</u>	:	R487 197 – R 573 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Land Court: Randburg
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree at (NQF level 8) as recognised by SAQA. A minimum of three (03) years in the relevant field. Superior court or litigation experience and a 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: Basic Conditions of Employment Act and related labour laws & Departmental policies, knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, sound understanding of South African law and judicial system, interpretation and application of the law, excellent communication skills (verbal and written), computer literacy, numerical skills, planning and organising skills, problem solving and decision-making skills, interpersonal skills, excellent research and analytical skills, project management skills, report writing and editing skills, honesty and integrity, resilience, attention to detail, flexibility conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, results driven, trustworthy, observance of confidentiality and time bound.
<u>DUTIES</u>	:	Provide support with legal research on various legal issues, statutes, rules, regulations, and case law analyse, apply complex legal principles and provide summaries to the judges, provide research support to judges in the preparation of hearings and trials, carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues as requested by a Judge, provide analysis through studying all the relevant material, study all the relevant material and provide a thorough analysis thereof, provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, prepare a comprehensive memorandum on the outcome of the legal research, provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes, quality assure the maintenance of knowledge of recent legal developments,

		new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, keep up breast with recent developments in relevant areas of law such as legislative changes, new precedents and emerging legal trends.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to: 2026/82/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.
<u>POST 26/116</u>		<u>LAW RESEARCHER REF NO: 2026/83/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>	:	Eastern Cape Division of The High Court: Makhandha
<u>REQUIREMENTS</u>	:	Applicants should be in possession of an LLB Degree or a four-year recognised legal qualification as recognised by SAQA. A minimum of three (3) years' legal research experience in the relevant field. Superior court or litigation experience and a 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 Electronic Information Resources and online retrieval (Westlaw, LexisNexis, Jutastat SAFLLI and Sabinet) Practice Manual of the Court, sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles, communication skills (verbal and written), problem solving and decision-making skills, excellent research and analytical skills, report writing and editing skills, analytical skills, presentation skills, planning and organising skills, computer literacy, communication and Information Management, accuracy and attention to detail. Diversity Management, managing interpersonal conflict, Project Management, ability to work under pressure and time management skills.
<u>DUTIES</u>	:	Provide support to legal research functions for the Judges and other Court officials: Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, analyse and apply complex legal principles and provide summaries to the judges, provide research support to judges in the preparation of hearings and trials, carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, provide analysis through studying all the relevant material, study all the relevant material and provide a thorough analysis thereof. Prepare and compile legal opinions: Provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear, consistent and comprehensive judgments: Provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, quality assure all references, full citation of judgments and footnotes in all draft judgments and legal articles against the original text to ensure correctness and accuracy, correct mistakes (typos) with the help of track changes so that judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation: Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. L Frazer Tel No: (046) 603 5000 HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/83/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 26/117</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2026/84/OCJ</u>
<u>SALARY</u>	:	R338 106 - R398 277 per annum (Level 07). The successful candidate will be

<u>CENTRE REQUIREMENTS</u>	: required to sign a performance agreement.
	: Eastern Cape Division of The High Court: Bhisho
	: Applicants should be in possession of a National Diploma in Legal Interpreting or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of one (1) year' experience as a Court Interpreter, or Grade twelve (12) certificate with at least ten (10) years practical experience in Court Interpreting. Proficiency in English and isiXhosa. Proficiency in any other indigenous languages i.e. isiZulu, Afrikaans, Sesotho or Setswana and a 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 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. L Ceza Tel No: (040) 608 7738 HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
<u>APPLICATIONS</u>	: Applications can be sent via email to 2026/84/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 26/118</u>	: <u>REGISTRAR REF NO: 2026/85/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 a service certificate/s for determination of their experience. 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 an LLB Degree or a four (4) year Legal qualification as recognised by SAQA. A minimum of two (2) years post graduate legal experience. MR3: LLB Degree or equivalent plus a minimum of 2 years post graduate legal experience. MR4: LLB Degree or equivalent plus minimum of 8 years post graduate legal experience. MR5: LLB Degree or equivalent plus a minimum of 14 years post graduate legal experience. Superior Court or litigation experience and a driver's license will be 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 registrar's duties, Case Flow Management, legislative framework governing the public service, knowledge of storage and retrieval procedures in terms of the working environment, Batho Pele Principles, excellent communication skills (verbal and written), computer literacy, numerical skills, planning and organising skills, problem solving and decision-making skills, interpersonal skills, conflict management skills, time management skills, analytical skills, customer service orientated, conflict management, strong work ethics and professionalism, ability to work under pressure and meet deadlines, results driven, honesty/trustworthy and observance of confidentiality.
<u>DUTIES</u>	:	Process default judgments to enhance efficiency of the Court in handling of quasi-judicial functions: Determine whether pleadings/ processes comply with the Court rules, consider applications for default judgment (Rule 31[5]) – by applying Court rules and regulations, case law, discretion and knowledge, capture accurate outcome of discretion applied on the file cover, ensure circulation of the outcome to the relevant litigating party, capture and update accurate Default applications register and data tool registered in the office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician, execute taxations to enhance efficiency of the Court in handling of quasi-judicial functions, Tax bills of cost - by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs, process and finalise Opposed and Unopposed Taxations in accordance with SOP, deal with and finalise taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the office, submit reporting tool on Taxations to the Statistician, manage criminal/civil process to enhance efficiency of the Court: Analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, coordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the collation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools, maintain and update manual registers for Audit of reported Performance information, supervise, develop staff and ensure general supervision of employees.
<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 2026/85/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 26/119</u>	:	<u>ADMINISTRATION CLERK: LEGAL REF NO: 2026/86/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: Gqeberha
<u>REQUIREMENTS</u>	:	Applicants should be in possession of Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience is required. A minimum of one (1) year' experience in a legal environment, LLB Degree qualification and a 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 Public Services Legislation, Prescripts and Regulations, research skills, communication skills (verbal and written) including presentation skills, minute taking skills and report writing skills, problem solving and decision making and time management skills, good reporting, organising and planning skills, creative and analytical thinking skills and computer literacy (MS Office).
<u>DUTIES</u>	:	Conduct legal research for the Regional Court President/Chief Magistrate (as and when required), compilation of statistics (Submission to Monitoring & Evaluation unit, reconcile manual and electronic statistics), audit readiness and data purification, case flow management, assisting Regional Court Registrar and members of the public, provide administrative support in general as requested by the Court Manager and Supervisor.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms. P Boya-Nyhiba Tel No: (041) 502 6626 HR Related Enquiries: Ms. Z Sulo at (087) 086 6929
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/86/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 26/120</u>	:	<u>USHER MESSENGER REF NO: 2026/87/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>	:	Limpopo Division of The High Court: Thohoyandou
<u>REQUIREMENTS</u>	:	Applicants should be in possession of Grade 10 or ABET level 3 as recognised by SAQA. A relevant experience required. A 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. Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computers and collecting statistics, knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel, knowledge of Office Administration, knowledge and understanding of the legislative framework governing Public Service, communication skills (verbal & written), problem solving skills, good public relations skills, monitoring and analytical skills, planning and organising skills, report writing skills and typing skills.
<u>DUTIES</u>	:	Render administrative support functions to the Judges and the Court Room, escort members of the bench to and from Court and attends Judges' chambers with counsel, facilitate order in Court rooms before calling the Judges in, organise the Court crew and inform them of the starting times in line with the daily Court roll, maintain silence and order in the Court rooms when Judges enter or leave, check the correctness of motion Court rolls, generation of copies and dissemination according to the distribution list, maintain Court Rooms' records, check and arrange the criminal and civil files (to be taken to the Court rooms), report the missing files to the Judges, file/ archive the documents, registers, etc, facilitate the smooth- running of the Court rooms, assist with the scheduling of Court matters (motion opposed), arrange the representation of cases, negotiate the Court Rooms allocation with Judges in times of Court, room shortages, collect and distribute Court files, sort and check the Court files, keep the Court files safe and circulate Court rolls according to the distribution list.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. BM Tjiane Tel No: (015) 495 1444 HR Related Enquiries: Ms. EM Ramaphakela Tel No: (015) 495 1744
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/87/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.