



188, 14th Road, Noordwyk, Midrand, 1685
 Private Bag X10, Marshalltown, 2107
Tel: +27 10 493 2500 (Switchboard)
E-mail: info@judiciary.org.za
Website: www.judiciary.org.za

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

- : **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
- : **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.
- : **Mpumalanga Provincial Service Centre/Mbombela / Middelburg:** 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.
- : **Gauteng: Provincial Service Centre/Pretoria High Court/Labour and Labour Appeals Court: Johannesburg:** 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, 2001

CLOSING DATE

NOTE

- : **18 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 post of Usher Messenger at the Western Cape Division of the High Court: Cape Town, Ref No: 2026/69/OCJ advertised on Public Service Vacancy Circular 25, dated 17 August has been withdrawn.

OTHER POSTS

<u>POST 32/130</u>	:	<u>CHIEF REGISTRAR REF NO: 2026/123/OCJ</u>
<u>SALARY</u>	:	R610 434 – R1 442 451 per annum (MR6). The successful candidate will be required to sign a performance agreement. 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.
<u>CENTRE REQUIREMENTS</u>	:	Western Cape Division of The High Court: Cape Town
	:	Applicants should be in possession of an LLB Degree or a four (4) year legal qualification as recognised by SAQA. A minimum of eight (8) years' post qualification experience obtained as a Registrar. A valid driver's license/LLM Degree will serve as an added advantage. Knowledge and skills: Knowledge of registry duties, knowledge of legislative framework governing the public service, knowledge of The Superior Court Act and the Uniform Rules of the High Courts, knowledge of storage and retrieval procedures in terms of the working environment, knowledge of Quasi-Judicial, knowledge of Case flow management, knowledge of leadership and supervisory/ managerial experience within court environment/legal environment. knowledge of court documentation management and Human Resource Management, Batho Pele Principles. Skilled in Numeracy, problem solving, decision-making, interviewing, computer literacy (MS Office), excellent communication (written and verbal), interpersonal relations, planning and organising and report writing. Along with the following attributes: Resilience, honesty, integrity, flexibility, personal motivation, creative thinking, work ethic, motivated, professional appearance and conduct, self-management, ability to work under pressure and solve problems and confidentiality.
<u>DUTIES</u>	:	Manage the Information and case/court documentation Management System: Implement information desk in the court, develop and maintain a complaints management system, interface with external court stakeholders on a regular basis, ensure that the checking of relevant registers is done in terms of the codes. Provide support to court and case flow management / Quasi-Judicial

functions: Develop & implement case management strategies, review and implement projects to improve court efficiency regularly, implement a case/court documentation and information management system. Implement Service Level Agreements and Strategic Court projects: Ensure that all J33 requests to Service Providers are timeously returned, liaise with the service provider on a regular basis to ensure smooth service delivery, peruse proposed amendments received from the rules board and provide comments, if any to them. Provide leadership of the High Court: Develop annual institutional performance reports & other statutory reports, give direction and guidance to the court based on best court management practices and lead transformation in the High court. 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 regard to all aspects of the work, perform quality control on the work delivered by officials, manage 90 leave of staff, advise and lead supervisees with regard to all aspects of the work.

<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms RM David Tel No: (021) 482 3809 HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 482 3809
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/123/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 32/131</u>	:	<u>SENIOR VETTING INVESTIGATOR REF NO: 2026/124/OCJ</u>
<u>SALARY</u>	:	R605 742 – R713 535 per annum (Level 10). 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 Social Science, Security Management, Criminology, Police Science or related qualifications at NQF level six (6) as recognised by SAQA. Three (3) years' experience in the relevant field of which one year should be at supervisory level. Vetting Course from SSA, DI and SAPS will serve as an added advantage. Knowledge and skills: Knowledge of the Constitution of the Republic of South Africa, Minimum Information Security Standard (MISS) and other departmental policies / guidelines and procedural, knowledge of the National Vetting Strategy, Public Service Act, 103 of 1994, general administrative function including vetting, National Strategic Intelligence Act, 39 of 1994, as amended, Protection of Information Act, 85 of 1985, Protection of Personal Information Act, 04 of 2013 and investigation and procedures applicable to the public service. Skilled in communication (verbal & written), financial management, project management, planning, organising, analytical, decision-making, problem solving and strategic skills.
<u>DUTIES</u>	:	Gather all relevant documents and information, conduct proper analysis and quality checks on information, conduct vetting investigations in respect of confidential and secret level, contact subject and references in order to schedule interviews, compile and submit reports to management and National Intelligence Agency (NLA) on all vetting files and report completed on daily basis, ensure that all interviews with subjects and references are conducted, ensure that all nine vetting factors are adequately addressed where relevant during interviews, follow up with the subject or references on any unclarified or inadequately addressed vetting factor or issue, ensure that all interviews conducted are incorporated fully into the report, compile vetting investigation reports outlining the findings and recommendations gathered and collected during interviews and administer vetting investigation files, ensure sound and evidence-based recommendations, monitor Vetting Investigators progress and quality on reports, incorporate and use all sources and documents used into the reports, submit completed Vetting Investigations to the Vetting Manager/ Supervisor for quality control, conduct company screenings as requested by the Vetting Manager on Ad-hoc basis, prepare ad-hoc investigations reports and recommendation on negative pre-employment findings on candidates, conduct verification of company information as provided for using various sources such as MIE checks, SARS etc, ensure quality and sound company screening and ad-hoc investigation reports are submitted to end users for further handling, conduct ongoing assessment of developments in vetting in order assist in policy development, analyse, research and evaluate all vetting related information, provide advice and guidance on the interpretation and application of legislation, policies and procedures, establish and promote relationships with external stakeholders, including credit information providers

to access information, 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 and address enquiries and provide advice and guidance on asset allocation and control.

<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr S Dlamini Tel No: (010) 493 2604 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/124/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 32/132</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2026/125/OCJ</u>
<u>SALARY</u>	:	R487 197 - R573 370 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Provincial Service Centre: Mbombela
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a three-year National Diploma in Human Resources Management / Public Administration / Public Management / Personnel Management or equivalent qualification at NQF Level 6 with 360 credits as recognised by SAQA. A minimum of three (3) years' relevant experience in Human Resources Management environment of which one (1) should be at supervisory level. Introduction to PERSAL certificate. Experience in Labour Relations and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge and understanding of Public Service Act, 1994, Knowledge of Public Service Regulation 2016, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, knowledge of HRM policies, knowledge of HR related standards, practices, processes and procedure, knowledge of Batho Pele Principles. Skilled in Computer literacy, communication and report writing, Analytical thinking, problem solving, planning and organising skills, decision making, motivational, presentation and time management. Along with the following attributes: Innovative, Meticulous, creative, people orientated, time bound, trustworthy, assertive and self-motivated.
<u>DUTIES</u>	:	Implement efficient and effective recruitment and selection processes: Identify funded vacant posts, ensure submission of request to advertise panel memo for approval, monitor the compilation and implementation of the recruitment plan, monitor maintenance of staff establishment, provide advice on recruitment and selection matters. Ensure the administration of condition of service and benefits: Capture office leave plan, quality assure all the necessary documents and forms complete and approve / disapprove leave on PERSAL, ensure the submission and completion of PILLIR applications, ensure the administration of long service recognition awards, housing allowance applications, acting allowance and overtime, monitor the submission of pension documents within 6 weeks after termination, monitor the completion and submission of appointment and termination documents, conduct leave audit. Implement Performance Management and Development system and training initiatives: ensure the submission of performance agreements, mid-year reviews, annual assessments and the capturing on PERSAL in line with the PMDS policy and prescripts, quality assure data for outstanding PMDS documents and take remedial actions, facilitate pre-moderation meetings and take minutes, facilitate appeals emanating from the moderation process of the province, monitor the payment of performance rewards, implement training plan in the province, attend to internal and external audit queries. Implement labour relations matters and EHW programmes: Implement the recommendations on grievances, provide support to investigations and disciplinary hearings where necessary in consultation with labour relations, implement the outcomes of disciplinary hearing, dispute and appeal cases, provide support on conciliations and arbitrations, facilitate the implementation of EHW programmes in the province, ensure the provision of efficient and effective provision of HR records management services, ensure the maintenance of the registry book for HR document and request, ensure adequate filing system, maintain safe custody and protection of files and records, ensure the maintenance of HR record management database,

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 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: SJ Zwane Tel No: (013) 758 0000 HR Related Enquiries: Mr. SJ Zwane Tel No: (013) 758 000
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/125/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 32/133</u>	:	<u>VETTING INVESTIGATOR REF NO: 2026/126/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>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Applicants should be in possession of National Diploma in Social Science, Security Management, Criminology, Police Science or related qualifications at NQF level six (6) as recognised by SAQA. Two (2) years' experience in the relevant field. Vetting Course from SSA, DI and SAPS will serve as an added advantage. Knowledge and Skills: Knowledge of the Constitution of the Republic of South Africa, Minimum Information Security Standard (MISS) and other departmental policies/guidelines and procedural, National Vetting Strategy, Public Service Act, 103 of 1994, general administrative function including vetting, National Strategic Intelligence Act, 39 of 1994, as amended, Protection of Information Act, 85 of 1985, Protection of Personal Information Act, 04 of 2013 and investigation and procedures applicable to the public service. Skilled in computer literacy, report writing, research, planning, communication (written and verbal) and interpersonal skills.
<u>DUTIES</u>	:	Gather all relevant documents and information, conduct proper analysis and quality checks on information, conduct vetting investigations in respect of confidential and secret level, compile and submit reports to management and National Intelligence Agency on all vetting files and reports completed on daily basis, contact subjects and references in order to schedule interviews, ensure that all interviews with subjects and references are conducted, ensure that all nine vetting factors are adequately addressed where relevant during interviews, follow up with the subject or references on any unclarified or inadequately addressed vetting factor or issue, ensure that all interviews conducted are incorporated fully into the report, compile vetting investigation reports outlining the findings and recommendations gathered and collected during interviews and administer vetting investigation files, ensure sound and evidence-based recommendations, incorporate and use all sources and documents used into the reports, submit completed Vetting Investigations to the Vetting Manager/ Supervisor for quality control, conduct company screenings as requested by the Vetting Manager on Ad-hoc basis, prepare ad-hoc investigations reports and recommendation on negative pre-employment findings on candidates, conduct verification of company information as provided for using various sources such as MIE checks, SARS etc, ensure quality and sound company screening and ad-hoc investigation reports are submitted to end users for further handling, conduct ongoing assessment of developments in vetting in order assist in policy development, analyse, research and evaluate all vetting related information, provide advice and guidance on the interpretation and application of legislation, policies and procedures, establish, promote relationships with external stakeholders and credit information providers to access information.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr S Dlamini Tel No: (010) 493 2604 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/126/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 32/134</u>	:	<u>ADMINISTRATION CLERK: ASSET REF NO: 2026/127/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 REQUIREMENTS</u>	: Gauteng Division of The High Court: Johannesburg
	: Applicants should be in possession of a Grade twelve 12 certificate. No experience required. Experience in Asset Management and a valid driver's license will serve as an added advantage. Skills and Competencies: Knowledge of relevant legislations, knowledge of PFMA, knowledge of Financial policies and procedures, knowledge of Treasury Regulations; BAS; PMDS; DFI and SCOA; Skilled in Computer literacy (MS office), analytical, communication, interpersonal relations, administration, time management, numeracy, customer services orientation and self-management. Along with the following attributes: Self-motivated, creative thinking, teamwork, ambitious and time bound.
<u>DUTIES</u>	: Provide support with the co-ordination of compliance of Asset Management, ensure accurate specifications and quantities, ensure that Annexure B3 is completed and filed, ensure that all new assets are tagged, registered on the Asset Register, recorded on the signed Inventory List behind the relevant room/location door, prepare and process payments on the JYP System. Ensure Asset Movement form is completed when an asset is being moved or being taken for repairs, quality assure physical assets against the inventory list and the JYP Asset Register, perform a physical asset verification process to ensure the existence and completeness of the lease register, ensure that assets are barcoded and marked with permanent marker, ensure that Leased Assets Register is up to date, request for the uploading of assets on the register must be supported by the relevant payment batches and correct documentation to ensure correct valuation of assets, ensure that unverified assets are investigated to ensure that they were not disposed or transferred, ensure that deadlines for submitting reports at the Provincial Service Centre are adhered to at all times, facilitate disposal of unserviceable, redundant, obsolete and lost assets, facilitate the disposal of assets through the relevant disposal committees, identify and report surplus, redundant, obsolete, unserviceable or under-performing assets to the national office, ensure that assets are disposed of on the JYP system in the same financial year they were physically disposed, ensure a list of assets disposed on the JYP system is forwarded to the Provincial Service Centre for confirmation against approved disposal memorandums, maintain a file for approval disposal certificates (D12), provide administrative support service, provide logistical arrangements to meetings, provide secretariat support services to the meetings, compile minutes and memos, handle incoming and outgoing office correspondence, ensure a proper filing system for all the records and provide support with stationery supplies within the sub-directorate.
<u>ENQUIRIES</u>	: Technical Related Enquiries: Ms R Bramdaw Tel No: (010) 494 8486 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	: Applications can be sent via email to 2026/127/OCJ@judiciaryorg.za
	: The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 32/135</u>	: <u>SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2026/128/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 REQUIREMENTS</u>	: Mpumalanga Division of The High Court: Mbombela
	: Applicants should be in possession of Grade 12 certificate as recognised by SAQA. No experience required. A three (3) year National Diploma in Supply Chain Management / Economics / Finance / Financial Management/ Procurement/ Logistics and Public Administration at NQF level 6 with 360 credits as recognised by SAQA and a valid driver's license will serve as an added advantage. Knowledge and skills: Basic knowledge of financial functions, practices as well as the ability to capture data, collate financial statistics, insight of the Public Service financial, legislation, procedures and Treasury regulations (PFMA, PSA, DFI), basic financial operating systems (BAS), basic knowledge of work procedures in terms of work environment, legislative framework governing the public sector and Batho Pele Principles. Skilled in communication (verbal and written), problem solving, computer literacy and report writing.
<u>DUTIES</u>	: Capture invoices and creation of creditor payment advises, render asset management clerical support, render demand and acquisition clerical support, process purchase orders and render and record all procurement transactions.
<u>ENQUIRIES</u>	: Technical enquiries Ms. RS Ledwaba Tel No: (013) 758 0000

<u>APPLICATIONS</u>	:	HR enquiries: Mr. SJ Zwane / Mr. MV Maeko Tel No: (013) 758 0000
<u>NOTE</u>	:	Applications can be sent via email to 2026/128/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 32/136</u>	:	<u>REGISTRAR'S CLERK REF NO: 2026/129/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>	:	Mpumalanga Division of The High Court: Mbombela
<u>REQUIREMENTS</u>	:	Applicants should be in possession of Grade 12 as recognised by SAQA. No experience required. A three (3) years National Diploma in legal qualification or equivalent 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, understanding of legislative frameworks governing the Public Service, filing system, mail procedure manual, Promotion of Access to Information Act, National archives and Batho Pele Principles. Skilled in computer literacy (Microsoft Office), communication, numeracy, interpersonal, problem solving, analysis, time management and administrative skills.
<u>DUTIES</u>	:	Perform clerical and administrative work within the Court, handle court's request files, render case management duties and provide support with administrative registrar.
<u>ENQUIRIES</u>	:	Technical enquiries Ms. RS Ledwaba Tel No: 013 758 0000
	:	HR enquiries: Mr. SJ Zwane / Mr. MV Maeko Tel No: (013) 758 0000
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/129/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.