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ANNEXURE H

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)/Constitutional Court: Braamfontein: 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
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.
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.
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
Northern Cape: Provincial Service Centre/High Court: Kimberley: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300. Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley, 8301
Gauteng / Pretoria / Johannesburg / Land Court / Randburg / Labour and Labour Appeals Court: 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
KwaZulu-Natal/Durban High Court: 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

CLOSING DATE

: 28 September 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 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

<u>POST 33/72</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2026/131/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>	:	Western Cape Division of The High Court: Cape Town
<u>REQUIREMENTS</u>	:	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. Minimum of two (02) years practical experience in Court Interpreting environment or Grade 12 with at least ten (10) years' practical experience in Court Interpreting environment. Proficiency in English, Afrikaans or isiXhosa. Proficiency in any other indigenous language i.e. Sotho, Tswana or Zulu, etc., a valid driver's license and knowledge of any foreign language will serve as an added advantage. Knowledge and skills: Knowledge of relevant acts and regulations, culture, subject area, how to translate and be able to keep time frame. Skilled in computer literacy (MS Office), communication (written and verbal), time management, interpersonal relations, planning and organising, decision making, analytical thinking, English language, problem solving. Along with the following attributes: flexible, self driven and motivated, ability to work under pressure, accuracy and attention to detail.

DUTIES

: Render interpreting services, interpret in Criminal proceedings, Civil proceedings, Older Persons Act matters, Family, protection from Harassment Act matters, Labour court matters, Maintenance Act matters, Child Justice Matters, Inquests and Equality court matters, interpret in pre-trial proceedings and consultations, liaise with Supervisor or other Department/Organisation for foreign language interpreters, interpret from source target language during court proceedings for pretrials, consultations, interpret non-verbal gestures, dramatization and confessions, engage with the judiciary to confer on the readiness and/or performance in court, render interpreting for probono desk, 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 the language usage of the speaker, control the speaker and ensure that the citations are interpreted correctly, translate legal documents and exhibits, study and analyse the source documents, conduct the necessary research and consult with the relevant parties, ensure accurate cite translation of documents, check, edit and revise the translated documents, translate mechanically recorded audio material, develop terminology and provide support in the reconstruction of records, accumulate terminology and develop a database, populate the terms and respective meaning in the glossary register, gather all trial documents necessary to aid interpretation, coin words and perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor.

ENQUIRIES

: Technical: Mr SD Hlongwane Tel No: (021) 469 4032

HR related enquiries: Ms N Chwethiso Tel No: (021) 480 2411

APPLICATIONS

: Applications can be sent via email to 2026/131/OCJ@judiciary.org.za

NOTE

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

POST 33/73

: **JUDGE'S SECRETARIES (X12 POSTS)**

SALARY

: R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement

CENTRE

: Gauteng Division of The High Court: Pretoria Ref No: 2026/132/OCJ (X5 Posts)

Gauteng Division of The High Court: Johannesburg Ref No: 2026/133/OCJ (X7 Posts)

REQUIREMENTS

: Applicants should be in possession of a Grade 12 certificate, a minimum of 20 modules completed towards an LLB, BA / BCOM Law degree. A minimum of two (2) years secretarial experience in the relevant field. Candidate to pass a typing test. A valid driver's licence will serve as an added advantage. Knowledge and skills: Knowledge on the Constitution of South, relevant legislatives, regulations, case lines, court online, secretariat prescripts, responsibilities, systems and procedures, Electronic Information Resources, online retrieval and Batho Pele principles. Skilled in communication, planning and organising, interpersonal, customer service, typing including Dictaphone typing, time management, Microsoft Office Programs, research capabilities, problem solving, judgment and decision making. Along with the following attributes: Assertive, meticulous, ability to work under pressure, time-bound, flexible, creativity, analytically, professionalism and attention to detail.

DUTIES

: Diarise the appointments and meetings of the Judge, type and file the judgments, ensure the Judgments that are handed down (delivered), signed draft orders granted in court or virtually are sent to the Typist for scanning, upload unto Case-lines/Court-Online and the Library. Ensure that all visitors are received, screened and their queries are attended to, record all incoming and outgoing documents, order and collect stationery for the Judge, collect the files before the commencement of a Criminal matter from the Registrar's office at the Criminal section, keep update the register of reviews and sign on receipt to return the reviews to the Clerk, ensure that the register/template of the reserved judgement is updated and notify the Statistics Officer and the office of the Judge President when judgment has been handed down, ensure that the transcribed judgements from transcribers reach the Judges for approval and signature, prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders, ensure that the Heads of Argument from various stakeholders are available to the Judge as per the filing that was done, administer the correct Oath ID or declaration in court, when required, ensure that the bench book of the Judge is prepared and files are taken by Ushers to court before the commencement of the proceedings, ensure that all stakeholders involved are present in court before commencement of

proceedings, ensure that all cases are called on record as per the court roll by means of calling the case number and the parties' names, before a Judge can allow parties to start with their matters, ensure that in the Criminal Court exhibits are handled, controlled and noted professionally, ensure that all the travel, accommodation arrangements are in order and attend to sign the documents for approval, ensure that the Judge's logbook is submitted on or before the 5th of every month to the Transport Officer, ensure that the car is booked for either maintenance and service, receive the pre-authorisation for the Judge's vehicle, remind Judge of the invoices so that the submission of the S&T claims can be processed, ensure the submissions of Cell phone and 3Gdata claims for process purposes and ensure that all updates on the loose leafs in the Judges library are attended to.

- ENQUIRIES** : Technical Related Enquiries, Pretoria: Mr PA Nkone Tel No: (012) 492 7606
Technical Related Enquiries, Johannesburg: Ms S Kajee Tel No: (010) 494 8486
- APPLICATIONS** : HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
Applications can be sent via email on the below email addresses:
Pretoria: 2026/132/OCJ@judiciary.org.za
Johannesburg: 2026/133/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 33/74** : **REGISTRAR (MR3-MR5) REF NO: 2026/130/OCJ**
- SALARY** : 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 service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Division of High Court, Johannesburg
- REQUIREMENTS** : Applicants should be in possession of an LLB Degree qualification at NQF level eight (8). A minimum of two (2) years' experience in Legal environment obtained after qualification. **MR3:** LLB degree or equivalent qualification plus a minimum of 2 years post qualification experience in a legal profession (certificates of service must accompany the application). **MR4:** LLB degree or equivalent qualification plus a minimum of 8 years post-qualification experience in a legal profession (certificates of service must accompany the application). **MR5:** LLB degree or equivalent qualification plus a minimum of 14 years post-qualification experience in a legal profession (certificates of service must accompany the application). A valid driver's License will be an added advantage. Knowledge and skills: Knowledge of registry duties, Case Flow Management, legislative framework governing the public service, storage and retrieval procedures in terms of the working environment and Batho Pele Principles. Skilled in communication (verbal and written), computer literacy, numerical, planning, organising, problem solving, decision-making, interpersonal, conflict management, time management and analytical skills. Along with the following personal attributes: honesty and integrity, resilience, attention to detail, flexibility, strong work ethics professionalism, time bound, meticulous, trustworthy and observance of confidentiality.
- DUTIES** : Process default judgments to enhance efficiency of the court in handling of quasi-judicial functions, consider applications for default judgment (Rule 31[5]) by applying Court rules and regulations, case law, discretion and knowledge, 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, determine whether pleadings/ processes comply with the court rules. 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. 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, verify data and submit reporting taxations dealt with by Registrars 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'-ordinate and report on the provision of support Registrars supporting offices, manage the allocation 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 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: Ms R Bramdaw Tel No: (010) 494 8486 HR Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/130/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 33/75</u>	:	<u>SECURITY SUPERVISOR REF NO: 2026/134/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>	:	Gauteng Division of The High Court: Pretoria
<u>REQUIREMENTS</u>	:	Applicants should be in possession of Grade 12 certificate. A minimum of one (1) year experience in the relevant field. Grade B PSIRA certificate, a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of the access control procedures, measures for the control and movement of equipment and stores, prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures Security Policy and Procedures, Access to Public Premises and Vehicle Act, OHS Act, 85 of 1993. Skilled in computer literacy (MS Office), communication (verbal & written), supervisory, problem-solving, decision making, interpersonal relations, listening, planning and organising skills. Along with the following attributes: team worker, reliability and accountability, trustworthy, flexible, attention to detail, ability to work under pressure and confidence.
<u>DUTIES</u>	:	Supervise the security functions performed by the security officer's/service providers, authorise the equipment, documents and stores into or out of the building or premises, inspect and report all none functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, security lights and etc.), check incidents / occurrence books/registers, monitor and provide support in case of emergencies, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards, monitor access control to prevent unauthorised entry in buildings and other premises, provide security related services, identify risks and threats to the security of the department, provide information regarding incidents to investigating officers, conduct preliminary incident investigations and submit reports, report faulty equipment/systems, ensure systems are functioning optimally through scheduled services, monitor and respond to alarm system, administer all control room operations to safeguard the department's assets, supervise all control room activities, report all incidents and any identified non-compliance relating to security prescripts, review of footages upon request through proper procedure, update all registers for the incidents observed, provide support to administration and related functions, determine rosters, shift schedules and overtime, control leave and related personnel matters in line with HR procedures and prescripts, administer key control system, monitor performance of employees and determine training needs.
<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 2026/134/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 33/76</u>	:	<u>SECURITY OFFICER REF NO: 2026/137/OCJ 2026/135/OCJ</u>
<u>SALARY</u>	:	R170 226 – R200 523.per annum (Level 03) The successful candidate will be

<u>CENTRE REQUIREMENTS</u>	: required to sign a performance agreement. : Kwazulu-Natal Local Division of The High Court: Durban : An applicant should be in possession of a grade 10 or equivalent qualification as recognised by SAQA. Basic Security Officer's course, at least Grade C with a valid PSIRA certificate. A minimum of one (1) year experience in security industry and a valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Access to Public Premises and Vehicle Act and other security related legislations, access control procedures, control and movement of equipment and stores, prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures and Batho Pele Principles. Skilled in interpersonal, client service, listening skills, problem solving, decision making, communication, computer and facilitating.
<u>DUTIES</u>	: Perform access control functions, determine whether visitors have appointments/or the service that visitor requires, contact the relevant employees to confirm the appointment or refer the visitor to the relevant service delivery point, ensure that the admission control register is completed and issue admission control documents/ cards as required, utilise walk-through metal detector for the effectiveness of access control, ensure that unauthorised persons and dangerous object do not enter the building/premises, report all the identified security breaches and non-compliance to the supervisor, ensure that equipment, document and store do not leave or enter the building or premises unauthorised, ensure that the registers control the movement of equipment, stores and documents are completed, ensure that no equipment, stores as assets of the department leave the building /premises unauthorised. Inspect vehicles entering and leaving the premises, gather information and report on missing and stolen equipment and stores, handle documents at points of entry according to classification and the prescripts, operate control room security equipment's, monitor all movements, events, and activities within the department's premises using CCTV equipment's, ensure that security system is in good working condition, report all incidents monitored, report to the supervisor, monitor all access points for effective access control, report all identified non-compliance to security policy and procedures to improve office security, ensure safety in the building and premises, undertake building/ and the primes patrols to identify and check, apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and department management, monitor and respond to alarm system. Ensure all incidents are recorded in the occurrence books/registers, ensure that recorded information is correct, update the information on the occurrence book/register as and when required, liaise with supervisor to verify information recorded and perform any other duties assigned to you by the supervisor/ Court Manager.
<u>ENQUIRIES</u>	: Technical: Ms K Marias Tel No: (031) 492 5502
<u>APPLICATIONS</u>	: HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>NOTE</u>	: Applications can be sent via email to 2026/135/OCJ@judiciary.org.za : The Organisation will give preference to candidates in line with the Employment Equity goals.

GRADUATE INTERNSHIP PROGRAMME FOR 01 APRIL 2027 TO 31 MARCH 2029 (24 MONTHS)

The Office of the Chief Justice would like to invite qualifying graduates to apply to participate in an internship programme in the 2025/2027 financial year. Applicants must be unemployed graduates, should not have participated in an internship programme previously, must be a South African citizen. The Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to persons with disabilities.

<u>CLOSING DATE</u>	: 28 September 2026
<u>NOTE</u>	: Applications quoting the relevant reference number must be submitted on the new Z83 application form, obtainable from any Public Service Department or on www.dpsa.gov.za-vacancies/www.judiciary.org.za . Received applications using the incorrect application for employment (old Z83) will not be considered. The completed and signed form should be accompanied by a recently updated CV. Shortlisted candidates will be required to submit certified copies of: Matric certificate, academic transcripts (qualification/s with 360/480 credits as recognised by SAQA and academic record) and ID). 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. Candidates wishing to apply for an internship

outside their area of residence must be willing to find their own accommodation and transportation considering that they will be earning a stipend. Failure to submit the requested documents/information will result in your application not being considered. Applicants will be expected to be available for assessments and selection interviews at a time, date and place as determined by the Department. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and National

Diploma should be NQF Level 6 (with 360 credits as recognised by SAQA). All appointments for internship are subject to the verification and pre-screening process. The OCJ reserves the right not to make an appointment. Correspondence will be entered into with shortlisted candidates only. Please direct your application to the relevant province and complete a separate application for each reference number.

OTHER POSTS

<u>POST 33/77</u>	:	<u>INTERNSHIP PROGRAMME: FINANCE REF NO: 2026/F01/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma (NQF 6) in Financial Accounting/ Management Accounting at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr H Lekwane Tel No: (010) 493 2590 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
<u>NOTE</u>	:	Applications can be sent via email to 2026/F01/OCJ@judiciary.org.za
<u>POST 33/78</u>	:	<u>INTERNSHIP PROGRAMME: ASSET MANAGEMENT REF NO: 2026/AM02/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma (NQF 6) in Financial Accounting/Cost and management Accounting/ Accounting. at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr M Molobi/ Mr P Mahumane Tel No: (010) 493 2646 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/AM02/OCJ@judiciary.org.za
<u>POST 33/79</u>	:	<u>INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2026/HRUD03/OCJ (X1 INTERN)</u> Human Resource Utilisation and Development
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Human Resource Management/Development/Industrial Psychology at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Mr JM Kgosiemang Tel no: (010) 493 2538 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/HRUD03/OCJ@judiciary.org.za
<u>POST 33/80</u>	:	<u>INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2026/EHW04/OCJ (X1 INTERN)</u> Employee Health and Wellness
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Industrial Psychology / Social Science/Psychology at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms K Maloba Tel No: (010) 493 3529 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538

<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/EHW04/OCJ@judiciary.org.za
<u>POST 33/81</u>	:	<u>INTERNSHIP PROGRAMME: RISK MANAGEMENT REF NO: 2026/RM05/OCJ (X1 INTERN)</u> Risk Management
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Risk Management at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms V Sevule Tel No: (010) 493 2501 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/RM05/OCJ@judiciaryorg.za
<u>POST 33/82</u>	:	<u>INTERNSHIP PROGRAMME: RISK MANAGEMENT: REF NO: 2026/RM06/OCJ (X1 INTERN)</u> Risk Management
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Public Management at NQF level 6 with 360 credits as recognised by SAQA or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms V Sevule Tel No: (010) 493 2501 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/RM06/OCJ@judiciary.org.za
<u>POST 33/83</u>	:	<u>INTERNSHIP PROGRAMME: STRATEGY AND SERVICE DELIVERY REF NO: 2026/SSD07/OCJ (X1 INTERN)</u> Midrand, Strategy and Planning
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Public Administration / Developmental Studies / Social Science at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms P Mahlangu Tel No: (010) 493 2501 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/SSD07/OCJ@judiciary.org.za
<u>POST 33/84</u>	:	<u>INTERNSHIP PROGRAMME: STRATEGY AND SERVICE DELIVERY REF NO: 2026/SSD08/OCJ (X1 INTERN)</u> Strategy And Planning
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Public Administration / Office Management / Business Administration at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms P Mahlangu Tel No: (010) 493 2501 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/SSD08/OCJ@judiciary.org.za
<u>POST 33/85</u>	:	<u>INTERNSHIP PROGRAMME: INSTITUTIONAL SECRETARIAT SERVICES REF NO: 2026/ISS09/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Public Administration/ Office Management/Business Administration at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms S Mpheshwa Tel No: (010) 493 2535 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2689
<u>NOTE</u>	:	Applications can be sent via email to 2026/ISS09/OCJ@judiciary.org.za

<u>POST 33/86</u>	:	<u>INTERSHIP PROGRAMME: COURT ADMINISTRATION REF NO: 2026/CA10/OCJ (X2 INTERNS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma/Degree in Public Management/Office Management at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms N Mzaidume Tel No: (010) 493 2568 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/CA10/OCJ@judiciary.org.za
<u>POST 33/87</u>	:	<u>INTERSHIP PROGRAMME: WESTERN CAPE REF NO: 2026/WCPSC11/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Western Cape Provincial Service Centre: Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma/Degree in Human Resource Management at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Mr S Hlongwane Tel No: (021) 469 4029 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/WCPSC11/OCJ@judiciary.org.za
<u>POST 33/88</u>	:	<u>INTERSHIP PROGRAMME: WESTERN CAPE REF NO: 2026/WCPSC12/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Western Cape Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Public Administration/ Office Management/Business Administration at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Mr S Hlongwane Tel No: (021) 469 4029 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/WCPSC12/OCJ@judiciary.org.za
<u>POST 33/89</u>	:	<u>INTERSHIP PROGRAMME: CONSTITUTIONAL COURT REF NO: 2026/CC13/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a National Diploma in Public Administration/Office Management/Business Administration at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7583 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/CC13/OCJ@judiciary.org.za
<u>POST 33/90</u>	:	<u>INTERSHIP PROGRAMME: CONSTITUTIONAL COURT REF NO: 2026/CC14/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Grade 12 certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7583 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/CC14/OCJ@judiciary.org.za
<u>POST 33/91</u>	:	<u>INTERSHIP PROGRAMME: CONSTITUTIONAL COURT REF NO: 2026/CC15/OCJ (X2 INTERNS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Constitutional Court: Braamfontein

<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma/Degree in Human Resource Management at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms K Mokgatlhe Tel No: (011) 359 7400/ 7583 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/CC15/OCJ@judiciary.org.za
<u>POST 33/92</u>	:	<u>INTERNSHIP PROGRAMME: COURT ADMINISTRATION SERVICES (LEGAL)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Gauteng Division of The High Court: Pretoria Ref No: 2026/CAS16/OCJ (X1 Intern) Gauteng Division of The High Court: Johannesburg Ref No: 2026/CAS17/OCJ (X1 Intern) Labour And Labour Appeals Court: Johannesburg Ref No: 2026/CAS18/OCJ (X1 Intern)
<u>REQUIREMENTS</u>	:	Grade 12 certificate and an LLB Degree at NQF level 8 with 480 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8541 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to the following email addresses: Pretoria: 2026/CAS16/OCJ@judiciary.org.za Johannesburg: 2026/CAS17/OCJ@judiciary.org.za Labour and Labour Appeals Court: 2026/CAS18/OCJ@judiciary.org.za
<u>POST 33/93</u>	:	<u>INTERNSHIP PROGRAMME GAUTENG PROVINCIAL SERVICE CENTRE REF NO: 2026/GPSC19/OCJ (X1 NTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Gauteng Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma at NQF Level 6 in Public Administration/Office Management/Business Administration or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8541 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>NOTE</u>	:	Applications can be sent via email to 2026/GPSC19/OCJ@judiciary.org.za
<u>POST 33/94</u>	:	<u>INTERNSHIP PROGRAMME: FREE STATE REF NO: 2026/FS20/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Division of The High Court: Free State
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma/Degree in Public Management /Public Administration or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms D Peters Tel No: (051) 492 4585 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/FS20/OCJ@judiciary.org.za
<u>POST 33/95</u>	:	<u>INTERNSHIP PROGRAMME: FREE STATE REF NO: 2026/FS21/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Division of The High Court: Free State
<u>REQUIREMENTS</u>	:	Grade 12 certificate a three-year National Diploma in Human Resource Management/ Industrial Psychology at NQF level 6 with 360 credits as recognised by SAQA or a relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms D Peters, Tel No: (051) 492 4585 HR related enquiries: Mr JM Kgosiemang, Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/FS21/OCJ@judiciary.org.za
<u>POST 33/96</u>	:	<u>INTERNSHIP PROGRAMME: MPUMALANGA REF NO: 2026/MPSC22/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month

<u>CENTRE</u>	:	Mpumalanga Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma/Degree in Public Management/Office Management/Public Management and Governance or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Mr S Zwane Tel No: (013 758 0000 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/MPSC22/OCJ@judiciary.org.za
<u>POST 33/97</u>	:	<u>INTERNSHIP PROGRAMME: MPUMALANGA REF NO:</u> <u>2026/MPSCM23/OCJ (X2 INTERNS)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Mpumalanga Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma Human Resource/Industrial Psychology at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Mr S Zwane Tel No: (013 758 0000 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/MPSCM23/OCJ@judiciary.org.za
<u>POST 33/98</u>	:	<u>INTERNSHIP PROGRAMME: MPUMALANGA REF NO:</u> <u>2026/MPSCM24/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Mpumalanga Division of The High Court: Middelburg
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Public Management/Office Management at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Mr S Zwane Tel No: (013 758 0000 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/MPSCM24/OCJ@judiciary.org.za
<u>POST 33/99</u>	:	<u>INTERNSHIP PROGRAMME: NORTHERN CAPE REF NO:</u> <u>2026/NCPSC25/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Northern Cape Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma Human Resource Management/Industrial Psychology at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms L Wymers Tel No: (053 492 3533 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/NCPSC25/OCJ@judiciary.org.za
<u>POST 33/100</u>	:	<u>INTERNSHIP PROGRAMME: NORTHERN CAPE REF NO:</u> <u>2026/NCDHC26/OCJ (X1 INTERN)</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Northern Cape Division of The High Court
<u>REQUIREMENTS</u>	:	Grade 12 certificate and a three-year National Diploma in Public Management/Office Management at NQF level 6 with 360 credits as recognised by SAQA or relevant equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA.
<u>ENQUIRIES</u>	:	Technical /HR enquiries: Ms L Wymers Tel No: (053 492 3533 HR related enquiries: Mr JM Kgosiemang Tel No: (010) 493 2538
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/NCDHC26/OCJ@judiciary.org.za