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ANNEXURE K

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.



APPLICATIONS

- : **Northern Cape: Kimberly:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the Northern Cape division of the High Court, Corner Sol Plaatjie Drive, Kimberly.
- : **Gauteng/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.
- : **National Office: Midrand/Constitutional Court:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- : **KwaZulu-Natal: Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000 or hand deliver applications to Office of the Chief Justice Durban High Court, Human Resource Office, Ground Floor, Corner Somsteu Road and Stalwart Simelane Street, Durban, 4000

CLOSING DATE NOTE

- : 30 October 2026
- : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application

form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, social media, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned

requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

<u>POST 37/66</u>	:	<u>ASSISTANT DIRECTOR: STATISTICIAN REF NO: 2026/145/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>	:	Northern Cape Division of The High Court: Kimberley
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma/Degree in Statistics, Economics, Mathematics, Accounting or equivalent qualification at NQF level six (6) as recognised by SAQA. A minimum of three (3) years practical and relevant experience in statistical analysis and reporting of which one (1) year should be at managerial/supervisory level at least salary level seven (7). Knowledge and skills: Knowledge of data collection, data collation and verification, data analysis, and Information Management. Skilled in report writing, leadership, problem solving, computer literacy (MS Office especially Excel), communication (verbal and written), planning, organising, numerical and interpersonal skills.
<u>DUTIES</u>	:	Manage and administer data collected on Quasi-Judicial and Judge's Secretaries, checking data quality, report on statistical analysis and advice management on findings, data analysed and packaged as per requirements, verify Quasi-Judicial files and Judiciary information and validation of monthly, quarterly and annual figures. Coordinate training of data collectors and the development of training manuals, supervise and develop Data Capturers, Legal Administration Clerks and support of performance management, manage the performance of the Legal Administration Clerks with signing of Performance Agreement, Mid-term Reviews and Annual Assessment.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms L Wymers: Tel No: (053) 492 3533 HR Related Enquiries: Ms T E Methu: Tel No: (053) 492 3497
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/145/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 37/67</u>	:	<u>WEBMASTER REF NO: 2026/72/OCJ</u> Re-advert, applicants who previously applied are encouraged to reapply.
<u>SALARY</u>	:	R487 197 – R 579 897 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Web Design/ Computer Science or relevant qualification at NQF Level six (6) with 360 credits

as recognised by SAQA. A minimum of three (3) years' experience in the relevant field. A valid driver's license. A Postgraduate qualification in Web Design/Computer Science or relevant qualification will serve as an added advantage Knowledge and skills: Solid knowledge and experience in programming applications. A solid understanding of how web applications work including security, session management, and best development practices Experience (UX) and client-side technologies including HTML5, CSS, content management systems, PHP, JQuery and JSON and Knowledge Of programming language and technical terminology. Knowledge and experience in Paure and CRV Dynamics. Knowledge and understanding of C, C++, Visual Basic, C#, Java, XYL, Angular and any BI reporting tool. Knowledge of Search Engine Optimisation process, Adequate knowledge of relational database systems, Object Ori. Skilled in computer literacy, good communication (verbal & written), presentation, project management, planning and organising, analytical skills, technical skills, problem solving and decision-making skills.

- DUTIES** :
- Maintain website content and compliance in line with standard practices, maintain the quality, design and style of the organisational website in line with the website style guide and website policy, ensure website security and data protection by implementing necessary measures and protocols, maintain web platforms Security Validation Programme and databases, monitor site traffic and resolve technical issues to optimise site performance for search engines (Google, Bing, Yahoo) and AI Harvesting, implement website troubleshooting and optimisation, keep abreast with emerging technologies/industry trends and apply them on operations, training and activities, provide advice on new website designs and upgrade implementation, attend to all administrative duties as directed by the supervisor.
- ENQUIRIES** :
- Technical Related Enquiries: Mr. A Mdletshe Tel No: (011) 359 7472
HR Related Enquiries: Ms. K Mokgathe Tel No: (011) 359 7400
- APPLICATIONS** :
- Applications can be sent via email to 2026/72/OCJ@judiciary.org.za
- NOTE** :
- The Organisation will give preference to candidates in line with the Employment Equity goals

POST 37/68 : **ADMINISTRATION CLERK REF NO: 2026/146/OCJ**

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

CENTRE : KwaZulu-Natal Division of The High Court: Pietermaritzburg

REQUIREMENTS :

Applicants should be in possession of a Grade twelve (12) certificate. No experience required. A 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 skills, problem solving, analysing, time management and administrative skills.

DUTIES :

Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data, update registers and statistics, receive, determine nature of request/documents and distribute all incoming and outgoing documents and follow-up on outstanding matters, keep a complete filing system and does filing and tracing of documents for the manager and the component (where required), type letters and/or other correspondence when required, keep and maintain the incoming and outgoing document register of the component (district offices), provide supply chain clerical support services within the component, handle sub-inventory controller for the manager's office, liaise with internal and external stakeholders in relation to procurement of goods and services, handle the procurement of standard office items like stationery, refreshments, etc. by obtaining quotations and completing procurement forms, keep and maintain the asset register of the component (district offices), provide personnel administration clerical support services within the component, maintain a leave register for the component, keep and maintain personnel records and attendance register within the component, make suitable travel arrangements and check that the relevant documentation on receipts correspond with the arrangements (e.g. accommodation, flight scheduling, passports, visas, etc.), process travel and subsistence claims for the manager and members of the Unit, 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: Mr MN Zondi Tel No: (033) 345 8211 HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	Applications can be sent via email to 2026/146/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 37/69</u>	:	<u>TYPIST REF NO: 2026/147/OCJ</u>
<u>SALARY</u>	:	R201 093 - R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Gauteng Division of High Court, Johannesburg
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a Grade twelve (12) certificate or NQF level four (4) qualification as recognised by SAQA. No experience required. one (1) year relevant experience will serve as an added advantage. Knowledge and skills: Knowledge of the legal terminology, court procedures, rules and environment. Counter services, filing system, Case- flow management, understanding of legislative governing the Public Service (Batho Pele & PSR). Skilled in computer literacy (Microsoft Office), typing (speed 35 words per minute, dictaphone typing, problem-solving, communications (written and verbal), time management. Along with the following attributes: Ability to work under pressure, client orientation, customer focus, resilience, honesty, integrity, flexibility, personal motivation, creative thinking, reliability, ability to work in a team, accuracy and attention to detail.
<u>DUTIES</u>	:	Type court orders, court documents and reports, type the court orders and relevant court documents in line with endorsement on front of court file, typing of appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, type Rule 6(12) orders and make available in terms of the rule, ensure that orders are typed in the correct format and provided to the registrar for checking, ensure that corrections to orders are done in line with the registrar's instruction, ensure that all incorrect court orders and court documents are reported to the supervisor, type judgments, sort and distribute incoming and outgoing files, attend to requests from Legal fraternity and public, type court orders, judgments from judges in format provided (Dictaphone, written notes), make amendments on judgments as per judges' request/instruction, audit format of judgment, type urgent applications, type apostilles and authentication and J349 for the public and others in accordance with the rule and format, and delivering to general office. Compile term roll, week roll and un/opposed motion roll and maintain registers, draft term rolls for each court term in line with the Gazette terms, type opposed and unopposed motion court roll in terms of the required format inserting the judges' names, type supplementary rolls, communicate roll to registrars and Judge Presidents Office, ensure consecutive numbering and that files are categorized, compile and submit relevant orders and judgments to relevant stakeholders, check Index Statistics SA forms and a copy of divorce order and forward Statistics SA, ensure that copy of Divorce orders is forwarded to Home Affairs Head Office, send Advocates enrolment orders to the Department of Justice and Constitutional Development, sent all judgments provided to the typing unit, in the required format, to the elected person (for reporting purposes on Saflii). Communicate court rolls to stakeholders through electronic mail, develop and maintain court rolls register, provide administrative support, scan, save draft orders and record work in register for monthly statistics.
<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 2026/147/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.