



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

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.

KwaZulu Natal/Pietermaritzburg/Durban: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000. Application can also be hand delivered 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

: 29 June 2026

NOTE

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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, 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

- POST 20/50** : **DEPUTY DIRECTOR: ADMINISTRATION AND GOVERNANCE SUPPORT SERVICES REF NO: 2026/42/OCJ**
- SALARY** : R932 292 - R1 098 195 per annum (Level 11), all-inclusive package. consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
 : Applicants should be in possession of a National Diploma/ Bachelor's Degree or Advanced Diploma in Political Science/ Public Management and Governance/ Legal/ Public Administration or relevant qualification at NQF level 6/7, Minimum of 5 years' experience of which 3 years should be at ASD/Junior management level in parliamentary and governance environment, A driver's license. An LLB will serve added as an 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 the Constitution of the Republic, extensive knowledge and experience in Parliamentary operations, knowledge of Legislative Framework, Medium Term Strategic Framework (MTSF), understanding of Treasury and PFMA Regulations, Government legislation, Monitoring and evaluation methods, Legislative drafting and National Development Plan, knowledge of government systems and structures, knowledge of relevant legislations and prescripts, computer Literacy, problem solving skills, verbal and written communication skills, analytical skills, interpersonal skills, negotiation skills, people and diversity management skills, strategic and analytical skills. sound financial management skills, report writing skills, presentation skills, research skills, project management skills, ability to work with diverse people, ability to interpret and apply policy.
- DUTIES** : Ensure administrative support to the Secretary General pertaining to committee programme: Serve as a central point of contact between OCJ Leadership, Ministry and Parliament, ensuring compliance with protocols and Parliamentary Committees programme: Tracking parliamentary debates, committee meetings and parliamentary questions related to OCJ and the Judiciary: Analyse questions, co-ordinate, draft and facilitate responses to Parliamentary questions posed to the Minister or Department ensuring the responses are timeously submitted and comply with parliamentary standards: Prepare briefings, presentation and reports (in consultation with relevant Units) for Parliamentary Committee meetings: Coordinate the attendance of parliamentary meetings, events and debates, Secretariat support to all OCJ Governance Structures and when required with ad-hoc management projects, Conduct research on governance best practices to ensure alignment and the highest standard of professionalism: Advise management on parliamentary procedures, policy matters and the implications of the legislative developments: Provide and maintain record management systems with respect to parliamentary questions, reports emanating from the engagements with

parliamentary committees, policies and procedures: Manage the Sub Directorate to ensure good governance practises and compliance with relevant legislation and policies: Management of performance and development and undertake Human Resource and other related administrative functions.

ENQUIRIES

: Technical Related Enquiries: Ms S Mpheshwa Tel No: (010) 493 2535
HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527

APPLICATIONS

: Applications can be sent via email to 2026/42/OCJ@judiciary.org.za

NOTE

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

POST 20/51

: **JUDGE'S SECRETARY REF NO: 2026/45/OCJ**

Re-advertisement, applicants who previously applied are encouraged to re-apply

SALARY

: R338 106 – R398 277 per annum (Level 07). 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 an LLB Degree or a minimum of 20 modules completed towards an LLB, BA / BCom Law degree. A minimum of one (1) year secretarial experience. 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: Good communication skills (verbal and written), administration and organisational skills, exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure, attention to detail, customer service skills and excellent typing skills including Dictaphone typing, confidentiality and time management, computer literacy (MS Word) and research capabilities.

DUTIES

: Render Secretarial support to the Judiciary, 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, provide support functions to Civil, Criminal and review matters/courts and case allocations in chambers, 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 Arguments from various stakeholders are available to the Judge as per the filing that was done, provide support functions to civil / criminal courts. 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, provide general administrative support to the Judiciary, 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 3G data claims for process purposes, ensure that all updates on the loose leafs in the Judges library are attended to.

ENQUIRIES

: Technical Related Enquiries: Mr MN Zondi Tel No: (033) 345 8211
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 4931723

APPLICATIONS

: Applications can be sent via email to 2026/45/OCJ@judiciary.org.za

NOTE

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

POST 20/52 : **SECURITY SUPERVISOR REF NO: 2026/46/OCJ**

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

CENTRE : KwaZulu Natal Local Division of The High Court: Durban

REQUIREMENTS : Applicants should be in possession of Grade 12. Grade B PSIRA certificate, a minimum of three (03) years Security related 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 the access control procedures 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. computer literacy (MS Office), Communication (verbal & written), supervisory, problem solving skills, decision making skills, good interpersonal relations, listening skills and planning and organising skills.

DUTIES : Authorise the equipments, 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, CCTV, Biometrics, 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, 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, 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, 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. Contract management and management of outsourced security services. compile and submit monthly reports on security and OHS related matters.

ENQUIRIES : Technical Related Enquiries: Ms K Marias Tel No: (031) 492 5502
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS : Applications can be sent via email to 2026/46/OCJ@judiciary.org.za

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