

## 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: 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.
- Free State:** 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 High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- Mpumalanga:** 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:** 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, Car Pritchard and KrUIS Street, Johannesburg.
- KwaZulu Natal, Durban:** Quoting the relevant reference number, direct your application to: Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban, 4000.

**CLOSING DATE**

: 25 March 2025

**NOTE**

: Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizenship verification, financial records check, qualification verification, reference checks. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top-Secret security vetting to determine the suitability of a person for employment. The successful candidate will be required to enter into an employment contract of five years and a performance agreement with the Minister of Justice and Constitutional Development within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. All shortlisted candidates for Senior Management Service (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 committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One

of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. NB: We invite suitable candidates to apply for the position of Secretary General of the Office of the Chief Justice (OCJ). The OCJ was proclaimed by the President of the RSA as a National Government Department on 23 August 2010 for the purpose of providing support to the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The OCJ was established to promote and reaffirm the principle of judicial independence, as guaranteed by Section 165 of the Constitution. The Minister of Justice and Constitutional Development is the Executive Authority for the OCJ and the Secretary General is the Accounting Officer of the OCJ.

#### **MANAGEMENT ECHELON**

**POST 09/24** : **SECRETARY GENERAL OF THE OFFICE OF THE CHIEF JUSTICE: SG: OCJ**  
**REF NO: 2025/12/OCJ**  
 (5 Year renewable fixed-term contract)

**SALARY** : R2 259 984 - R2 545 854 per annum (Level 16), All-inclusive salary package and 10% non-pensionable HoD Allowance. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Head Office: Midrand  
 : Applicants must be in possession of an appropriate undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA. A minimum of 10 years of relevant experience at the Senior Management Attributes: Demonstrated leadership in the development of policies and high-level policy implementation skills. Insight into the South African Judiciary and applicable legislation. Deep knowledge of relevant Government legislation, policies and priorities. Be conversant with the structure and operations of the Public Sector. Good interpersonal, problem-solving, teamwork and networking skills. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Knowledge and Experience: Knowledge of the Constitution, Superior Courts Act, 2013, Public Service Act, 1994, Public Administration Management Act, 2014, Public Finance Management Act, 1999, and related legislation as well as the National Development Plan. Experience in executive management and strong leadership and strategic management capabilities. Experience in monitoring and evaluation of government policies as well as a thorough understanding of Government's policy development and administrative processes. Have strong organizational abilities, good writing skills, good interpersonal skills, and be computer literate.

**DUTIES** : Serve as the Accounting Officer of the National Government Department: Office of the Chief Justice (OCJ) in ensuring that the resources allocated to the Department are optimally deployed and utilised to achieve the strategic objectives of the Department in supporting the Judiciary. Coordinate and organise the resources of the OCJ to implement the National Development Plan (NDP) and Medium-Term Strategic Framework (MTSF) and priorities pertaining to the OCJ. Provide strategic direction to and management of the Department through coordinating the implementation of the strategic vision and direction, leading the formulation, development of support and enabling tools to ensure execution, monitoring and evaluation and reporting of the OCJ strategy and plans internally and to all applicable oversight bodies. Strengthen the OCJ's governance, compliance and organizational capacity to deliver on its mandate. Provide strategic advisory and support services to the Chief Justice as the Head of the Judiciary and Head of the Constitutional Court. Direct the development and maintenance systems for the administration of the Superior Courts with a view to improve access to justice and the efficiency of such systems. Establish relevant organisational structures and systems. Direct the provisioning of secretariat and advisory support to the Chief Justice on inter-judicial relations and government matters.

**ENQUIRIES** : Ms Puni Mpe Tel No: (010) 493 -2597/2524  
**NOTE** : Applications can be via email to: [SGrecruitment@judiciary.org.za](mailto:SGrecruitment@judiciary.org.za) by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.

**POST 09/25** : **DIRECTOR: CASE MANAGEMENT (LOWER COURTS) REF NO: 2025/18/OCJ**

**SALARY** : R1 216 824- – R1 433 355 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Applicants must be in possession of a three-year Bachelor's Degree or Advanced Diploma (NQF Level 7) in Management, Social Sciences, Public Administration, Public Management or an equivalent qualification at NQF level 7 as recognized by SAQA. An LLB Degree qualification will be an added advantage. A minimum of five (5) years' experience at middle/senior management level. A valid driver's license. Relevant work experience in the field of law, court administration or operations management environment will be an added advantage. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Technical Knowledge Competencies: Public Service Act, 1994; Public Service Regulations, 2016; Basic Conditions of Employment Act, 1997; Labour Relations Act, 1995; Treasury Regulations, 2022; Public Financial Management Act, 1999; Departmental Financial Instructions; Approved departmental delegation and a good understanding of departmental prescripts, policies and frameworks (e.g. departmental codes). Behavioural Competencies: Strategic Capabilities and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication Skills (written and verbal); People Management and Empowerment; Client Orientation and Customer Focus; Honesty and Integrity. All shortlisted candidates shall undertake pre-entry assessments.

**DUTIES** : Manage administrative support to courts in the Division of the High Court and Specialized Court (Land Claims and Labour and Labour Appeals Court); Manage the provisioning of library and research; Manage case and courts records; Manage quality assurance and auxiliary services; Manage, monitor and evaluate the functioning of courts in the division of the High Court and Specialized Courts (Land Claims and Labour and Labour Appeals Court) and Manage the utilization of resources. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate.

**ENQUIRIES** : Technical enquiries: ADV W Lambley Tel No: (010) 493 2561

HR enquiries: Mr SW Meko Tel No: (010) 494 2500

**APPLICATIONS** : Applications can be via email to: [2025/13/OCJ@judiciary.org.za](mailto:2025/13/OCJ@judiciary.org.za)  
**NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals. It is a requirement for candidates to have the Public Service SMS Pre-Entry certificate. For further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Nyukela Certificate will be required prior to appointment.

#### **OTHER POSTS**

**POST 09/26** : **DEPUTY DIRECTOR: INFORMATION SECURITY REF NO: 2025/19/OCJ**

**SALARY** : R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Matric certificate and a three-year National Diploma in Computer Engineering, Information Technology or equivalent qualification at NQF Level 6 (360 Credits) as

recognized by SAQA. A minimum of seven (7) years' ICT Infrastructure Support Management environment, with five (4) years' experience in ICT Security Operations specifically Firewall and Identity Management. Valid Firewall or Cybersecurity Technical certificate is mandatory. Valid MCSA: Windows 2012 or 2016 certificate, Valid CISM certificate or equivalent will be an added advantage. A valid driver's license. Skills and Competencies: Experience with Windows Server 2012 & 2016 environment. Experience with Microsoft Exchange 2013 and 2016 environment. Experience with DNS, DHCP, SQL, and WSUS. Experience with anti-virus and malware protection solutions. Experience with firewall management specifically Fortinet firewalls. Experience in network and systems administration. A strong focus on service delivery with a desire to innovate, improve process, support others and share ideas. Excellent interpersonal relations. Effective communications skills (written and verbal). Attention to details imperative. Excellent Problem-Solving skills. Ability to multi-task is essential. Time management and ability to work under pressure. Ability to adapt to change.

**DUTIES** : Installation, configuration and maintenance of the OCJ's Enterprise Security Systems and Solutions. Implementation and management of the security in all OCJ's externally facing ICT security applications. Implementation and maintenance of the ICT security solutions for vulnerability audits and assessment. Establishment of an enterprise security stance through policy, architecture and training processes. Establishment and management of enterprise identity governance and access management solutions for the OCJ. Provide supervisory to internal and external ICT security management team.

**ENQUIRIES** : Technical Enquiries: Mr T Mohono Tel No: (010) 493 8754

HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500

**APPLICATIONS** : Applications can be via email to: [2025/14/OCJ@judiciary.org.za](mailto:2025/14/OCJ@judiciary.org.za)

**NOTE** : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

**POST 09/27** : **DEPUTY DIRECTOR: ADMINISTRATION, (MONITORING AND EVALUATION)**  
**REF NO: 2025/20/OCJ**

**SALARY** : R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand

**REQUIREMENTS** : Matric Certificate and a three year National Diploma/Degree or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA, plus a minimum of three to years' experience in planning, monitoring, evaluation and reporting at Assistant Director/middle management experience, In-depth knowledge of reporting prescripts and requirements, In-depth knowledge of planning, monitoring, evaluation and reporting processes In-depth knowledge and understanding of the DPME eqpr system , In-depth knowledge and , understanding of the Public Finance Management Act, Government-Wide Monitoring and Evaluation Framework (DPME Guidelines), National Treasury Regulations, Framework for Strategic Plans and Annual Plans, Valid driving license, Skills and Competencies:, Decision-making and analytical skills, Research knowledge, Problem solving skills, Advanced report writing skills, Advanced computer literacy, Innovative and proactive , Advanced facilitation and presentation skills.

**DUTIES** : Manage and facilitate departmental performance monitoring and reporting, Coordinate the development of the department's quarterly reports, Facilitate and coordinate the preparation of the departmental Annual Report, Mid-Term Report and End-Term Report, Compile departmental quarterly and annual performance reports for submission to the EXCO, ARC, Executive Authority, National Treasury, DPME, Auditor General and Parliament, Monitor the financial expenditure of the Monitoring, Evaluation & Reporting Unit , Provide technical support to various Branches/Units on reporting Support the development and facilitation of departmental Monitoring & Evaluation systems and performance auditing, Monitor the implementation of the departmental Annual Performance Plan and Operational Plans, as well as budgetary outputs and deliverables, Develop presentations for the OCJ governance structures and Parliament, Report on policy, budget and strategy alignment, Manage the component including subordinates.

**ENQUIRIES** : Technical Enquiries: Mr M Molefe Tel No: (010) 493 2500

		HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500
<b><u>APPLICATIONS</u></b>	:	Applications can be via email to: <a href="mailto:2025/15/OCJ@judiciary.org.za">2025/15/OCJ@judiciary.org.za</a>
<b><u>POST 09/28</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL MANAGEMENT, (ACCOUNTING) REF NO: 2025/21/OCJ</u></b>
<b><u>SALARY</u></b>	:	R849 702 – R1 000 908 per annum (Level 11), all-inclusive package. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand
	:	Matric Certificate and a three-year National Diploma in Financial Management/ Financial Accounting/ BCom in Public Finance or an equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. An undergraduate qualification (NQF 7) in Financial Management/ Financial Accounting/ BCom in Public Finance or Auditing will be an added advantage. A minimum of five (5) years' experience at managerial (ASD)/middle managerial level; Knowledge of Financial Management and Accounting at managerial level; Experience of the compilation of Interim Financial Statement (IFS) and Annual Financial Statements (AFS). Knowledge and understanding of Public Finance Management Act and Modified Cash Standard; Public Service Regulations, Public Service Act, Treasury Regulations; A valid driver's license. Skills and Competencies: Strategic capability and leadership, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Communication, Honesty and integrity, Personnel attributes. Legislation, regulatory frameworks, policies and best practices related to Financial Accounting, Revenue Management and Expenditure Management.
<b><u>DUTIES</u></b>	:	Compile Interim Financial Statements (IFS) and Annual Financial Statements (AFS) in line with Modified Cash Standards. Development and implementation of Financial Accounting, Revenue Management and Expenditure management policies, processes and procedures. Ensure revenue and expenditure management and provide financial administration and accounting services. Manage 100% reconciliation of general ledger towards a zero balance on the suspense accounts and accurate expenditure interface, through monthly reconciliations. Manage the entire payments and receipts sections including the reporting aspects. Plan and manage the work of and account for the overall performance of the sub-directorate. Ensure compliance with the accounting best practices; norms and standard; Establish and maintain effective, efficient and transparent systems of financial management and internal control; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Herman Lekwane Tel No: (010) 493 2500
	:	Applications can be via email to: <a href="mailto:2025/16/OCJ@judiciary.org.za">2025/16/OCJ@judiciary.org.za</a>
<b><u>POST 09/29</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION, (RISK MANAGEMENT) REF NO: 2025/23/OCJ</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand
	:	Applicants must be members of the Institute of Risk Management South Africa (IRMSA), a Grade 12 and National Diploma/ Bachelor's Degree or equivalent qualification in Risk Management/ Public Management and related qualification on NQF level 6. A post graduate certificate or diploma in Risk Management will be an added advantage. Knowledge of Public Finance Management Act (PFMA), Public Sector Risk Management Framework, Risk Appetite and Tolerance framework, Understanding of the enterprise risk management methodology, King reports, Treasury Regulations, Public Service Act, Fraud and Corruption Legislative Framework, Compliance Risk Management, Business Continuity Management. A valid driver's licence. Skills: Planning and organizing, Presentation and communication, Facilitation. Client orientation and customer focus, Problem solving and analysis, Service delivery innovation, Programme and Project management. Conflict management. Research analysis and methodology. Operational knowledge of MS Office (Word, Excel and Outlook) and knowledge of the risk management solution.

- DUTIES** : Assist in preparing, reviewing and updating the Risk Management governance documents. Assist in coordinating the Strategic Risk Assessments for the Department, Coordinate and facilitate the enterprise-wide risk assessments for Directorates/Provinces (including Compliance, BCM and OHS). Monitor and report on the progress on the implementation of the mitigation plans. Perform the quarterly analysis of the progress on the implementation of risk mitigation plans; verify evidence for the risk mitigation plans, communicate risk analysis reports, prepare presentations. Conduct risk awareness to embed risk management culture within the OCJ. Assist in the implementation of business continuity management processes to ensure that the culture of continuity is embedded across the OCJ. Supervise junior staff members and ensure that continuous professional development is encouraged and implemented. Assist in the administration of Risk Management governance committees.
- ENQUIRIES** : Technical related enquiries: Ms P Bam Tel No: (010) 493 2629  
HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500
- APPLICATIONS** : Applications can be via email to: [2025/18/OCJ@judiciary.org.za](mailto:2025/18/OCJ@judiciary.org.za)
- NOTE** : Organisation will give preference to candidates in line with the Employment Equity goals
- POST 09/30** : **ASSISTANT DIRECTOR: PROVISIONING ADMINISTRATION, (ASSET MANAGEMENT) REF NO: 2025/24/OCJ**
- SALARY** : R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : A three-year tertiary qualification, National Diploma/Degree in Financial Accounting/ Financial Management/Internal Auditing/ Cost and Management Accounting at (NQF level 6 with 360 credits) or equivalent qualifications at NQF level 6 equivalent with 360 credits as recognized by SAQA. A minimum of three 3 years' experience in Asset Management at a supervisory level. A valid driver's license. Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, National Treasury Asset Management Framework, Modified Cash Accounting Standards, Knowledge of the procurement directives and procedures. Computer literacy, Communication skills, both written and verbal. Ability to work in a team. Planning and organizing skills. Independent and focused. Problem solving, decision making and Innovative. Extensive travelling is required. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct),
- DUTIES** : Ensure maintenance of the Leased Asset Register and ensure compliance to PFMA, Treasury Regulations, Modified Cash Accounting Standards, and other prescripts. Assist with the design and implementation of leased assets policies and procedures. Address management assertions (completeness, existence, rights, valuations, presentation and disclosure). Ensure capitalization, derecognition, and all other accounting for leases assets and disposed assets is in compliance with the Modified Cash Accounting Standards. Ensure that expenditure for leased assets has been correctly, classified. Assist with the development of strategies to coordinate physical verification, activities in order to provide status information around the existence and condition of all leased assets. Monitor and evaluate compliance of policies and processes. Facilitate the management of verification process on leased assets. Control, monitor and evaluate the, asset register to be up-to date. Facilitate the disposal of assets across the Department in line with policy directives. Assist in resolving audit queries and ensure completeness and accuracy. Guide and assist Courts with leased assets & disposal related enquiries. Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff. Assist the Director: Asset Management to carry out delegated functions.
- ENQUIRIES** : Technical enquiries, Mr P Mahumane Tel No: (010) 493 2646  
Hr related enquiries, Ms S Tshidino Tel No: (010) 493 8771  
Applications can be via email to: [2025/19/OCJ@judiciary.org.za](mailto:2025/19/OCJ@judiciary.org.za)
- NOTE** : Organisation will give preference to candidates in line with the Employment Equity goals

<b><u>POST 09/31</u></b>	:	<b><u>LAW RESEARCHER REF NO: 2025/25/OCJ (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	KZN Division of The High Court: Durban Ref No: 2025/25/OCJ Labour and Labour Appeals Court JHB Ref No: 2025/28/OCJ
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate and an LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. 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.
<b><u>DUTIES</u></b>	:	Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Assist court personnel with research related queries as assigned.
<b><u>ENQUIRIES</u></b>	:	Durban Technical Enquiries: Mrs K Marais Tel No: (031) 492 5562 Durban HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1721 Johannesburg HR Enquiries: Ms T Mbalekwa Tel No: (011) 494 8515
<b><u>APPLICATIONS</u></b>	:	Durban Applications can be via email to: <a href="mailto:2025/20/OCJ@judiciary.org.za">2025/20/OCJ@judiciary.org.za</a> Johannesburg Applications can be via email to: <a href="mailto:2025/28/OCJ@judiciary.org.za">2025/28/OCJ@judiciary.org.za</a>
<b><u>POST 09/32</u></b>	:	<b><u>OFFICE MANAGER, (OFFICE OF THE JUDGE PRESIDENT) REF NO: 2025/26/OCJ</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Gauteng Division of The High Court: Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year National Diploma/ Bachelor's Degree in Office Management or relevant equivalent qualification. 3-5 years' relevant experience in an Office Administration environment. A valid driver's license. Skills & Competencies, Job Knowledge of office management responsibilities, systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Strong Leadership and Management Capabilities. Ability to work long hours and under pressure. Computer literacy (MS Word, PowerPoint, Excel and Outlook).
<b><u>DUTIES</u></b>	:	Manage office of the Judge President at the Gauteng Local Division of the High Court (Johannesburg). Support the Judge President in communication with all Stakeholders. Management and Supervision of Judges' support staff and related matters. Manage logistical arrangements for integrated meetings and operations. Oversee the Administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches. Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges, National Office, Legal Professional bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both

Internal and External Stakeholders with the office of the Judge President and that of the Deputy Judge President. Prepare presentations and briefing notes for the Judge President and disseminate the necessary notices and information to all branch heads, within the Division. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President, including but not limited to the collation of reserved judgements statistics for the Division. Ensure the appropriate capacitation of the Office of the Judge President, in relation the handling of the Acting Judge portfolio, including but not limited to the coordination of their acting Judge appointment forms and certificates, handing down of their Judgements, the hearing of their applications for leave to appeal, etc. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal source of directive related to the special fields.

**ENQUIRIES** : Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

**NOTE** : Applications can be via email to: [2025/21/OCJ@judiciary.org.za](mailto:2025/21/OCJ@judiciary.org.za)  
Organisation will give preference to candidates in line with the Employment Equity goals

**POST 09/33** : **ADMINISTRATOR: HRM REF NO: 2025/13/OCJ**

**SALARY** : R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand

**REQUIREMENTS** : Applicants must be in possession of a three (3) year National Diploma in Secretariat / Office Management / Administration / Public Management / Administration, Human Resource Management or equivalent qualification at (NQF level 6) with 360 credits as recognized by SAQA. A minimum of one (1) year experience in Secretariat or Human Resource Management. A valid driver's license. Skills and Competencies: Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-Management and motivation. Willingness to work outside normal working hours. Financial, Provisioning and Human Resource administration procedures and processes. Document tracking, storage and retrieval. Good telephone and office etiquette. Relevant Public Service and Departmental legislation / prescripts / policies and procedures. Procedure and processes applied in Office Management. Meeting procedures. Operating office equipment (e.g. Computer, photocopy, scanner, projector). Basic knowledge on financial administration. Batho Pele principles. Organizing and Communication skills. Report writing skill. Computer literacy (MS Word, EXCEL, PowerPoint, Outlook and Internet, etc.). Problem solving skills. Good interpersonal relations. Planning and organizing. Language skills. Numeracy and Literacy skills. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.

**DUTIES** : Manage the office of the Chief Director including diary coordination. Secretarial support and document management. Provide technical support to the Chief Director in his/her capacity and budget, and programme manager in the HRM unit. Provide secretarial support to the management structures. Supervise and coordinate shared secretariat support services provided to the senior managers within the unit. Coordinate the incoming and outgoing submissions within the HRM unit. Coordinate corporate support services activities within the unit, Coordinate the submission of weekly, monthly, and quarterly plans and reports for the HRM unit. Coordinate the PMDS, leave, and all compliance submissions within the HRM unit.

**ENQUIRIES** : Technical-related enquiries: Ms Puni Mpe Tel No: (010) 493 2500

HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527

**APPLICATIONS** : Applications can be via email to: [2025/22/OCJ@judiciary.org.za](mailto:2025/22/OCJ@judiciary.org.za)

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

**POST 09/34** : **INTERNAL AUDITOR REF NO: 2025/14/OCJ**

**SALARY** : R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand
	:	Applicants must be in possession of a three (3) year National Diploma in Internal Audit or equivalent qualification at (NQF level 6). A minimum of two (2) years' experience in the Internal Audit environment. Knowledge of Information Technology (IT) audits will be an added advantage. A driver's license. Skills and Competencies: Knowledge of the International Standards for the Professional Practice of Internal Auditing (ISPPIA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations. Public Service Act. International Financial Reporting Standards. Recognized Accounting Standards. Auditor General Processes and Procedures. Knowledge of DPSA ICT and Governance Framework. Computer literate. Good communication skills. Numerical skills. Ability to work under pressure. Flexible and Self-confidence. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct) assessment.
<b><u>DUTIES</u></b>	:	Participate in the development of strategic internal audit plan and annual internal audit plans. Assist with audit planning, perform execution of audit projects, prepare findings for audit fieldwork and perform follow up audits. Provide support to the organization in maintaining efficient and effective control by evaluating the department's controls / objectives. Keep abreast with new developments in the internal audit environment. Provide support with audit assignments to ensure an effective internal audit service. Render administrative tasks in support of the audits.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Mr T Mokgope Tel No: (010) 493 2507 HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527
<b><u>APPLICATIONS</u></b>	:	can be via email to: <a href="mailto:2025/23/OCJ@judiciary.org.za">2025/23/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 09/35</u></b>	:	<b><u>OHS OFFICER REF NO: 2025/15/OCJ</u></b>
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office: Midrand
	:	Applicants must be in possession of a a 3-year Diploma/Degree Occupational Health and Safety or equivalent qualification at NQF Level 6 (360 Credits) as recognised by SAQA, 1-2 years relevant experience. Skills: Organizing, Computer Literacy Report writing, Analytical thinking, Interpersonal relationship and Conflict resolution, Facilitation and networking skills. Knowledge of relevant legislative frameworks.
<b><u>DUTIES</u></b>	:	Implementation of OHS policies and procedures. Review, implement and ensure compliance with SHERQ policy. Integrate and align SHERQ processed into the EHWP framework and supporting policies. Conduct building inspections to ensure occupational health and safety of employees. Coordinate OHS meetings at National office and ensure said meetings are conducted in the regions. Facilitate and conduct occupational health and safety workshop, Provide OHS reports and advice to internal structures, provide support to the regions and awareness and trainings. Engage, maintain and network with external stakeholder. Co-ordinate Emergency Evacuation Drills and Occupational Health and Safety Audits Provide administrative support within the Sub Directorate EHW to efficiently plan operations.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Mr S Phaladi Tel No: (010) 493 2658 HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527
<b><u>APPLICATIONS</u></b>	:	Applications can be via email to: <a href="mailto:2025/24/OCJ@judiciary.org.za">2025/24/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 09/36</u></b>	:	<b><u>REGISTRAR REF NO: 2025/22/OCJ</u></b> (12 Months Contract)
<b><u>SALARY</u></b>	:	R307 659 – R1 053 387 per annum (MR3 – MR5), plus 37% in lieu of benefits, (Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service

		certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Mpumalanga Division of The High Court: Middelburg Ref No: 2025/22/OCJ Mpumalanga Division of The High Court: Mbombela Ref No: 2025/27/OCJ
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. Superior Court or litigation experience will be an added advantage. <b>MR3</b> - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. <b>MR4</b> - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. <b>MR5</b> - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality, Skills and Competencies: Excellent Communication Skills (Verbal and Written). Computer Literacy. Numerical Skills. Attention To detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality.
<b><u>DUTIES</u></b>	:	Co-ordination of Case Flow Management support services to the Judiciary and Prosecution. Manage the issuing of all processes initiating Court Proceedings. Manage the criminal and civil trials, motions, pre-trials, mental health, petition, appeal and review processes. Attending to all quasi-judicial functions namely, default judgement and taxations. Maintaining of criminal and civil record books. Authentication of documents for internal use. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries Ms DY Seswene Tel No: (013) 492 2213 HR enquiries: Mr SJ Zwane / Mr MV Maeko Tel No: (013) 758 0000
<b><u>APPLICATIONS</u></b>	:	Applications can be via email to: <a href="mailto:2025/17/OCJ@judiciary.org.za">2025/17/OCJ@judiciary.org.za</a> Applications can be via email to: <a href="mailto:2025/27/OCJ@judiciary.org.za">2025/27/OCJ@judiciary.org.za</a> Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 09/37</u></b>	:	<b><u>PROVISIONING ADMINISTRATION CLERK SCM REF NO: 2025/16/OCJ (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National office: Midrand Applicants must be in possession of a Matric certificate and a three-year National Diploma/Degree in Supply Chain Management or equivalent qualification at NQF Level 6 (360 Credits) as recognised by SAQA. Minimum of two (2) years working experience in Supply Chain Management, Knowledge of PFMA, BBB-EE Act, PPPFA, Treasury Regulations and relevant prescripts, In depth knowledge of procurement systems e.g. JYP, LOGIS and other procurement systems. A valid driver's license will be added advantage.
<b><u>DUTIES</u></b>	:	Ensure the implementation of SCM policies and prescripts as received from National treasury. Administer procurement of goods and services; Ensure invitation of quotations and advertisement of tenders in accordance with relevant prescripts and SCM guidelines; Conduct and facilitate the briefing sessions where and when applicable. Render secretariat service to the Bid Committees; Monitor and ensure the administration of validity of quotations and tenders; Capture all awarded bids on a bid register; Ensure publication of awarded and cancelled tenders; Evaluate and review whether quotations are in accordance with the specifications; Check

compliance of all procurement documents and processes; Establish data base of suppliers when obtaining quotation to ensure that quotations are rotated; Ensure that Purchase orders are issued to the relevant suppliers; Supervise subordinates (Clerks and Interns) to ensure compliance with SCM prescripts and policies; Ensure proper filling and safe keeping of documents; Ensure that commitments are closed and make follow up on outstanding commitment. Perform other duties that have been delegated by the supervisor.

**ENQUIRIES**

: Technical Related enquiries: Matshidiso Mavuso Tel No: (010) 493 2603  
HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2527

**APPLICATIONS**

: Can be via email to: [2025/25/OCJ@judiciary.org.za](mailto:2025/25/OCJ@judiciary.org.za)

**NOTE**

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