

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 (Act 55) 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/ Judicial Support Services:** 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.
- Eastern Cape/ Port Elizabeth/ Bisho/ Umthatha/ East London/Makhanda:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London. Free State/ Supreme Court of Appeal: 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 High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.
- Gauteng (Provincial Centre) /Land Claims Court (Randburg)/ Johannesburg High Court/ Pretoria High Court/ Labour and Labour Appeals Court:** Johannesburg: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- KwaZulu-Natal/ Durban/ Pietermaritzburg/Durban/Provincial Service Centre:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Somtseu8 & Stalwart Simelane Streets, Durban, 4000.
- Mpumalanga/ Middelburg/ Nelspruit:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, 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.
- North West/ Mmabatho/ Mahikeng:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.
- Western Cape:** 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

CLOSING DATE**NOTE**

- 23 June 2025
- 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. 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 fully complete, sign and initial the application form will lead to 40

disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be 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

MANAGEMENT ECHELON

<u>POST 19/109</u>	:	<u>DIRECTOR: STRATEGY AND SERVICE DELIVERY PLANNING REF NO: 2025/108/OCJ</u> Re-advertisement, those who previously applied are encouraged to re-apply
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Applicants must be in possession of a three-year Bachelor's degree (NQF Level 7) in Strategic Management/Public Administration or equivalent qualification at NQF level 7 as recognized by SAQA. A post-graduate qualification (NQF Level 8) will be an added advantage. Minimum of five (5) years' relevant experience at senior/middle management level in Strategy Management, Monitoring and Evaluation, Research and/ or Service Delivery Improvement. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. A valid driver's license. Technical Knowledge: Knowledge and understanding of the Public Finance Management Act. Government-wide Monitoring and Evaluation Framework. Treasury Regulations. Framework for Strategic Plans and Annual Performance Plans. Public Service Act and Regulations. Service Delivery Improvement prescripts. Batho Pele Principles. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. All shortlisted candidates shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an integrity (Ethical Conduct). All shortlisted candidates shall undertake pre-entry assessments.

<u>DUTIES</u>	:	Develop and publish the OCJ Strategic Plans and Annual Performance Plan. Coordinate the development of Operational Plans of the Units within OCJ. Facilitate the implementation of the Operations Management Framework within the OCJ. Coordinate, develop and monitor the OCJ Service Delivery Improvement Plan. Coordinate, develop facilitate and monitor the OCJ APPs and Ops Plans development processes. Coordinate, develop and monitor the OCJ Service Delivery Charter and Service Standards. Roll-out the Customer Service Improvement Programme in Superior Courts. Develop and implement a departmental strategic planning policy. Implement Annual Performance Plans, Operational Plans and oversee the Audit and Risk Management processes of the Directorate. 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.
<u>ENQUIRIES</u>	:	Technical related enquiries: Mr. Molefi Masilo Tel No: (010) 493 2500 HR related enquiries: Mr SW Mekoa Tel No: (010) 493 2500
<u>APPLICATIONS</u>	:	applications can be sent via email at 2025/108/OCJ@judiciary.org.za
<u>NOTE</u>	:	Candidate who previously applied are welcomed to reapply for the post. 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.
<u>POST 19/110</u>	:	<u>DIRECTOR: INTERNAL AUDIT REF NO: 2025/109/OCJ</u> Re-advertisement, those who previously applied are encouraged to re-apply
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a three-year Bachelor's degree (NQF Level 7) in Auditing / Internal Audit and Accounting/ or equivalent relevant qualification at NQF level 7 as recognized by SAQA. A minimum of five (5) years' experience at senior/middle management level in internal audit/audit. A valid driver's license. Successful completion of the Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Skills and Competencies: Knowledge of internal audit, accounting principles and business process review. Knowledge of standards for Professional Practice of the Internal Auditing and Code of Ethics developed by the Institute of Internal Auditors. Application of Audit Technology. Knowledge of the PFMA and Treasury Regulations. Understanding of relevant Public Service Regulations. Strategic Capability and Leadership Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Self –driven and ability to meet deadlines. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management. All shortlisted candidates shall undertake pre-entry assessments.
<u>DUTIES</u>	:	Draft and contribute in the development of the Internal Audit strategy, Performance Plans, Risk-based strategic plan, Audit policies and methodology. Manage the implementation of the Internal Audit Strategy, Policies and Methodology. Direct and manage the execution of risk-based audit projects including Financial, Performance, Governance, Compliance, IT and Forensic investigation services. Managing the internal audit processes, review audit engagement letters, working papers and reports while ensuring quality and compliance with regulations, policies and standards. Manage the follow up processes to ensure implementation of corrective actions to address audit findings. Provide support to the CAE and secretariat services to the Audit and Risk Committee. Ensure effective and efficient utilization of resources allocated to the Unit. 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.
<u>ENQUIRIES</u>	: Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500
	: HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	: applications can be sent via email at 2025/109/OCJ@judiciary.org.za
<u>NOTE</u>	: Candidate who previously applied are welcomed to reapply for the post 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-entry-programme/ . For more information regarding the course please visit the NSG website: www.thensg.gov.za . (Only when shortlisted)
<u>POST 19/111</u>	: <u>DIRECTOR: COURT OPERATIONS REF NO: 2025/110/OCJ</u>
	: Re-advertisement, those who previously applied are encouraged to re-apply
<u>SALARY</u>	: 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.
<u>CENTRE</u>	: Cape Town, Western Cape
<u>REQUIREMENTS</u>	: Grade 12 certificate and a three-year Bachelor's Degree in Management or Advanced Diploma in Management, Social Sciences, Public Administration, Public Management, or a relevant equivalent qualification at NQF level 7. As recognized by SAQA. An LLB Degree qualification will be an added advantage. A minimum of 5 years' experience at middle/ senior management level, of which at least three years must have been in the field of Court management/ Administration. A valid driver's license. Successful completion of the Nyukela Public Service Pre-entry Programme as endorsed by the National School of Government (NSG), prior to the appointment. Knowledge: Knowledge of prescripts and Frameworks of the Public Service, Knowledge of Basic Conditions of Employment Act 1997, Treasury Regulations, Service Delivery Innovation (SDI), Knowledge of relevant legislation, Knowledge of office district administration, Knowledge of the Public Financial Management Act (PFMA), Batho Pele Principles, Knowledge of financial, assets and supply chain management, Understanding the facilities and security management, Knowledge of court administration or case flow management. Skills: Problem solving and analysis, Customer focus and responsiveness, Project management skills, Leadership skills, interviewing skills, Analytical skills, Report writing skills, Presentation skills, Planning and organizing skills, Computer literacy, (MS Office). Personal attributes: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honesty and Integrity, Communication. 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.
<u>DUTIES</u>	: Manage administrative support to courts in the Division of the High Court and Specialised Court (Labour and Labour Appeals Court), Manage the provisioning of library and research services, Manage Court facilities and security services and monitor risk for the High Court, 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 Specialised Court, Manage the utilisation of resources and Manage the Directorate.
<u>ENQUIRIES</u>	: Technical enquiries: ADV W Lambley Tel No: (010) 493 2562
	: HR Related Enquiries: Ms. M Baker Tel No: (021) 469 4038
<u>APPLICATIONS</u>	: Applications can be sent via email at 2025/110/OCJ@judiciary.org.za
<u>NOTE</u>	: The Organisation will give preference to candidates in line with the Employment Equity goals.

OTHER POSTS

<u>POST 19/112</u>	:	<u>AUDIT AND RISK COMMITTEE (CHAIRPERSON) REF NO: 2025/106/OCJ</u> The Office of the Chief Justice (OCJ) hereby invites applications from suitably qualified and interested individuals to serve as Chairperson on its Audit and Risk Committee (ARC) in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) and the Treasury Regulations.
<u>SALARY</u>	:	Successful applicants will be remunerated in accordance with the requirements of Treasury Regulations 20.2.3 and SAICA/AGSA tariffs. Appointment is for a period of three (3) years and will be underpinned by the Audit and Risk Committee Charter (Terms of Reference) and each successful applicant will be required to enter into a contract which sets out their duties and responsibilities.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand An NQF level 8 qualification in any of the following fields: Accounting, Auditing, Risk Management, Law, Information and Communication Technology or equivalent. At least ten (10) years' experience at a Senior Management level in any of the following fields preferably in the Public Sector: Auditing (Internal and External); Law; Accounting; Risk Management; Financial Management; Human Resource Management; Information and Communication Technology (ICT); Corporate Governance; Performance Management and Performance Information disciplines; Knowledge of Project Management. Active registration and good standing with the relevant professional body. Knowledge of the judicial and justice system, and exposure to the legal fraternity will serve as an advantage. Knowledge, understanding and exposure to relevant prescripts (Public Finance Management Act, 1999, Treasury Regulations and other relevant prescripts) and governance best practices. Extensive leadership and a minimum of ten (10) years of experience serving in Audit Committees. Independence, Integrity, Reliability and dedication of time to serve the OCJ. Applicants must not be conducting business with the OCJ. Excellent communication and interpersonal skills.
<u>DUTIES</u>	:	The successful candidate shall take strategic leadership of the OCJ's Audit and Risk Committee in the execution of its mandate. The ARC will carry out its responsibilities as legislated by the Public Finance Management Act, 1999 and the Treasury Regulations, and operate according to its approved Charter. The ARC will fulfil its oversight responsibilities to ensure that the OCJ maintains effective, efficient and transparent systems of governance, risk management, and internal controls. The ARC will amongst others, review the effectiveness of the Internal Audit activity and provide direction; review the work of external auditors; the OCJ's financial statements and performance information; and monitor compliance with legislation. Advise the OCJ on enterprise wide risk management and monitor mitigation strategies. Advise on Ethics and Integrity processes including fraud prevention strategies. Act as independent adviser to the Accounting Officer on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. Assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Report annually to the Executive Authority on the status of governance, risk management, controls within the OCJ.
<u>ENQUIRIES</u>	:	Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500 HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/106/OCJ@judiciary.org.za
<u>POST 19/113</u>	:	<u>AUDIT AND RISK COMMITTEE REF NO: 2025/107/OCJ (X3 MEMBERS)</u> The Office of the Chief Justice (OCJ) hereby invites applications from suitably qualified and interested individuals to serve on its Audit and Risk Committee (ARC) in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) and the Treasury Regulations.
<u>SALARY</u>	:	Successful applicants will be remunerated in accordance with the requirements of Treasury Regulations 20.2.3 and SAICA/AGSA tariffs. Appointment is for a

**CENTRE
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period of three (3) years and will be underpinned by the Audit and Risk Committee Charter (Terms of Reference) and each successful applicant will be required to enter into a contract which sets out their duties and responsibilities.

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National Office: Midrand
An NQF level 8 qualification in any of the following fields: Accounting, Auditing, Risk Management, Law, Information and Communication Technology or equivalent. At least five (5) years' experience at a Senior Management level in any of the following fields preferably in the Public Sector: Auditing (Internal and External); Law; Accounting; Risk Management; Financial Management; Human Resource Management; Information and Communication Technology (ICT); Corporate Governance; Performance Management and Performance Information disciplines; Knowledge of Project Management. Active registration and good standing with the relevant professional body. Knowledge of the judicial and justice system, and exposure to the legal fraternity will serve as an advantage. Knowledge, understanding and exposure to relevant prescripts (Public Finance Management Act, 1999, Treasury Regulations and other relevant prescripts) and governance best practices. Extensive leadership and a minimum of five (5) years of experience serving in Audit Committees. Independence, Integrity, Reliability and dedication of time to serve the OCJ. Applicants must not be conducting business with the OCJ. Excellent communication and interpersonal skills.

DUTIES

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The ARC will carry out its responsibilities as legislated by the Public Finance Management Act, 1999 and the Treasury Regulations, and operate according to its approved Charter. The ARC will fulfil its oversight responsibilities to ensure that the OCJ maintains effective, efficient and transparent systems of governance, risk management, and internal controls. The ARC will amongst others, review the effectiveness of the Internal Audit activity and provide direction; review the work of external auditors; the OCJ's financial statements and performance information; and monitor compliance with legislation. Advise the OCJ on enterprise wide risk management and monitor mitigation strategies. Advise on Ethics and Integrity processes including fraud prevention strategies. Act as independent adviser to the Accounting Officer on matters relating to, inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. Assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model is applied to provide a coordinated approach to all assurance activities. Report annually to the Executive Authority on the status of governance, risk management, controls within the OCJ.

ENQUIRIES

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Technical related enquiries: Ms. P. Mkhize Tel No: (010) 493 2500
HR Related enquiries: Ms. S. Tshidino Tel No: (010) 493 8771

**APPLICATIONS
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applications can be sent via email at 2025/107/OCJ@judiciary.org.za
The following is required with regards to candidates: Application must be submitted in writing and must contain the following: Detailed Curriculum Vitae and a certified copy of Identity Document. Qualifications will be requested from the selected members only. Background verification, including criminal records and citizenship checks, will form part of the selection process. Correspondence will be limited to selected members only. No late application will be accepted.

POST 19/114

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CHIEF REGISTRAR REF NO: 2025/111/OCJ

SALARY

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R586 956 – R1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). Shortlisted candidates will be required to submit a Service Certificate/s for determination of their experience.

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Eastern Cape Division of The High Court: Makhanda
Grade 12 certificate and LLB Degree or a four (4) year legal qualification as recognized by SAQA. A minimum of eight (8) years' post graduate legal experience gained as a Registrar. Computer literacy, leadership and managerial experience. A valid driver's license. An LLM Degree will serve as an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Report writing skills. Numerical skills. Technical expertise.

Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Professional appearance and conduct. 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.

DUTIES

: Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Sen./ice Level Agreement, Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance and prescripts. Achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the Department and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions. Supervise and develop staff.

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: Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
: applications can be sent via email at 2025/111/OCJ@judiciary.org.za
: The Organization will give preference to candidates in line with the Employment Equity goals.

POST 19/115

: **LAW RESEARCHER REF NO: 2025/113/OCJ**

SALARY

: R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance

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: Mpumalanga Division of The High Court: Mbombela
: Grade 12 Certificate. LLB degree or four year recognized legal qualification. A minimum of three (3) 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.

DUTIES

: 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 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. Provide support to court personnel with research related queries as assigned.

ENQUIRIES

: Technical Related Enquiries: Ms. JM Shongwe Tel No: (013) 758 0000

<u>APPLICATIONS NOTE</u>	:	HR Related Enquiries: Mr. SJ Zwane/Mr. V Maeko Tel No: (013) 758 0000 applications can be sent via email at 2025/113/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 19/116</u>	:	<u>STATE ACCOUNTANT REF NO: 2025/114/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape Provincial Service Centre Grade 12 certificate, National Diploma in financial accounting / equivalent qualification at (NQF level 6), A minimum of one (2) year experience in the relevant field A valid driver's license. Skills and Competencies: Knowledge of relevant legislation (Financial Regulatory Framework), Knowledge of the Transversal Government Systems (BAS), Understanding of the public service, PFMA, Treasury Regulations, Accountant General's General Annual Reporting Framework. Good communication skills (written and verbal), Computer Literacy (MS Office), Time Management, Planning and organizing skills, Problem solving skills, Good Interpersonal Interrelation.
<u>DUTIES</u>	:	Ensure suppliers are paid within timeframe prescribed by the PFMA, Internal policies, and Treasury Regulations, Maintain Invoice Tracking Register (ITR), payment register and Order/VA register). Maintain bookkeeping services and reconciliation of ledger accounts, Register and maintain entities on the Financial System. Control Document. Supervise and develop staff.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217 applications can be sent via email at 2025/114/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 19/117</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2025/115/OCJ</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of The High Court: Pretoria Matric certificate and a (3) three-year National Diploma in Legal Interpreting Science or related equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA with a minimum of two (2) years practical experience in Court Interpreting or Matric certificate and ten (10) practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages will be added advantage. A valid driver's license will be an added advantage. Candidates will be required to undergo Oral and Written Language proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal relation. Ability to work under pressure and solve problems. Accuracy and attention to detail. Customer services. Planning and organizing skills. Confidentiality. Analytical thinking. Listening skills. Ability to work independently, to be meticulous, to think logically and practice good time management.
<u>DUTIES</u>	:	Render interpreting services in criminal court, civil court, labour, and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Provide support with the reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary as in when required.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms N Shandu Tel No: (012) 315 7602 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS NOTE</u>	:	applications can be sent via email at 2025/115/OCJ@judiciary.org.za The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 19/118</u>	:	<u>JUDGE'S SECRETARY (X3 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	KwaZulu Natal Division of the High Court: Durban Ref No: 2025/93/OCJ (X1 Post)

		KwaZulu Natal Division of the High Court: Pietermaritzburg Ref No: 2025/94/OCJ (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade twelve (12) certificate, a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree. A minimum of two (2) secretarial experience a valid driver's license, an LLB Degree, Bachelor Law Degree will serve as an added advantage and results must accompany the application, shortlisted candidates will be required to pass a typing test. Skills and Competencies: Proficiency in English. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills, ability to meet strict deadlines and to work under pressure, attention to details, customer care service skills and excellent typing skills, confidentiality and time management. Computer literacy (MS Word) and research capabilities 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.
<u>DUTIES</u>	:	Provide general secretarial/administrative duties to the Judge. Typing (or format) of draft memorandum decision, opinions or judgement entries written by or assigned by Judge. Provide general secretarial/administrative duties to the Judge. Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings and official visits and make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Update files and documents and provide copies of documents to the Registrar. Perform digital recording of court proceedings on urgent court cases after hours or on circuit court and ensure integrity of such recordings. Store, keep and file court records safely. Accompany the Judge to the court. Compile court statistics daily. Management of Judge's vehicle, logbook and driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary; including expense reports, continuing legal hours, financial disclosure statements and case management. Arrange refreshments for the Judge and his or her visitors and attend to their needs. Management of Judge's library and updating of documentation. Execute legal research as directed by the Judge and comply with departmental prescripts, policies, procedures and guidelines.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms K Marais Tel No: (031) 492 5562 HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	applications for Judge Secretary post based in Kwa-Zulu Natal Division of the High Court: Durban should be sent via email at 2025/93/OCJ@judiciary.org.za and for Judge Secretary post based in Kwa-Zulu Natal Division of the High Court: Pietermaritzburg should be sent via email at 2025/94/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 19/119</u>	:	<u>POOL JUDGE'S SECRETARIES REF NO: 2025/117/OCJ (X3 POSTS)</u> (12 months' non- renewable contract)
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Land Court: Randburg
<u>REQUIREMENTS</u>	:	Grade twelve (12) certificate, a minimum of 20 modules completed towards an LLB, BA or Bachelor Law Degree. A minimum of two (2) secretarial experience a valid driver's license, an LLB Degree, Bachelor Law Degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to write a typing test.
<u>DUTIES</u>	:	To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the Judgements are typed and correspondences are filled accordingly in the right sections. To ensure that signed Judgments and orders are handed down in court or virtually, sent to the typist and Library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure all incoming and outgoing documents are recorded and filled. To ensure that stationary for the Judge is ordered and collected. To ensure all files received from various section(s) are verified by Registrar on that section. To ensure that the register of reviews is up to date and signed on receipt and

return of reviews to the review Clerk. To ensure that 87 register/template of the reserved judgement is updated and notifying the Statistical officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the heads of Arguments from various stakeholders are received filed and verified. Inform parties involved via-email and telephonically of time and date when reserved judgments will be handed down, further notifying them on how judgment will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court start or before the Judge enters the court. To ensure that all cases are called and recorded as per the court roll. Calling the case number and the parties' names on record before Judge allow parties to start with their matter. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and or on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time. To ensure that the Judge's logbook is submitted on or before 5th of every month receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices that need to be submission of S&T claims can be processed. To ensure the submission of Cell phone and 3G data claims for process purpose. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday.

<u>ENQUIRIES</u>	:	Technical enquiries: Ms N Mhlambi Tel No: (010) 493 6316 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	applications can be sent via email at 2025/117/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 19/120</u>	:	<u>REGISTRAR REF NO: 2025/116/OCJ</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). 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.
<u>CENTRE</u>	:	Western Cape
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - 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 decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. 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
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. 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. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms N Chwethiso Tel No: (021) 480 2619 HR Enquiries: Ms M Baker Tel No: (021) 469 4032/8
<u>APPLICATIONS</u>	:	applications can be sent via email at 2025/116/OCJ@judiciary.org.za

<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 19/121</u>	:	<u>REGISTRAR REF NO: 2025/112/OCJ</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupation Specific Dispensation (Resolution 1 of 2008). 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.
<u>CENTRE REQUIREMENTS</u>	:	North West
	:	Grade 12 Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - 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 decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality. 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.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. 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. Execute Quasi-judicial indicators such as Taxation of the Bill of Costs and Warrants of Execution. Collate statistical data for reporting purposes and prepare court performance reports.
<u>ENQUIRIES</u>	:	Technical Enquiries: Mr O Sebatso Tel No: (018) 397 7064 HR Enquiries: Ms K Zwane Tel No: (018) 397 7114
<u>APPLICATIONS</u>	:	applications can be sent via email at 2025/112/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 19/122</u>	:	<u>ADMINISTRATION CLERK: LEGAL REF NO: 2025/118/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Eastern Cape Division of The High Court: Mthatha Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be an added advantage. Skills and Competencies: Knowledge of Public Services Legislation, Prescripts and Regulations. Research skills. Communication skills (verbal and written). Minute taking skills. Decision making and time management skills. Good reporting skills. Creative and analytical thinking skills. Computer literacy.
<u>DUTIES</u>	:	Conduct Legal Research for the Regional Court President/Chief Magistrate. Compilation of statistics. Case flow management. Assisting Regional Court Registrar. Provide administrative support to the Regional Court President/Chief Magistrate.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	applications can be sent via email at 2025/118/OCJ@judiciary.org.za

<u>POST 19/123</u>	:	<u>LIBRARY ASSISTANT REF NO: 2025/120/OCJ</u>
<u>SALARY</u>	:	R193 359 - R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Gauteng Division of The High Court: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be 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 posts technical and generic requirement.
<u>DUTIES</u>	:	Assist with the management and control of Library and its resources in line with the library code and other applicable prescripts. Assist with the ordering of library material approved by library committee. Assist in classifying, cataloguing and indexing library materials. Update loose-leaf publications in the library. Conducting information searches on electronic catalogues and other information databases and online information retrieval resources. Collect and deliver books from/to Judges Chambers. Assist with shelving of publications and shelve reading. Process received standing orders and mail. Co-ordinate and prepare binding of all journals and law reports. Update and manage library register. Operate library machines. Assist with compiling of report on library matters.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms N Shandu Tel No: (012) 315 7565 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515 The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>APPLICATIONS</u>	:	applications can be sent via email at 2025/120/OCJ@judiciary.org.za
<u>POST 19/124</u>	:	<u>TYPIST (X2 POSTS)</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Eastern Cape Division of The High Court: Bisho Ref No: 2025/121/OCJ Eastern Cape Division of The High Court: Mthatha Ref No: 2025/122/OCJ
<u>REQUIREMENTS</u>	:	Grade 12 certificate. No experience is required. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognized by SAQA will be 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 technical and generic requirements. Skills and Competencies: Computer literacy (Microsoft Office). Typing skills (speed 35 words per minute). Dictaphone typing skills. Good problem-solving skills. Effective communication skills (written and verbal). Time management skills. Client orientation and customer focus. Knowledge of legal terminology, court procedures, rules, and environment. Understanding of legislative governing the Public Service (Batho Pele principles and Public Service Regulations). Ability to work in a team. Reliability. Honesty and integrity.
<u>DUTIES</u>	:	Type court orders, court documents, and reports. Type court orders and relevant court documents in line with the endorsement on the front of the court file. Type judgments. Make amendments on judgments as per the Judge's request/instruction. Compile term roll, week, and un/opposed motion roll and maintain registers. Draft term rolls for each court term in line with the Gazette terms. Compile and submit relevant orders and judgments to relevant stakeholders.
<u>ENQUIRIES</u>	:	Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications for Typist post based in Eastern Cape Division of the High Court: Bisho should be sent via email at 2025/121/OCJ@judiciary.org.za for Typist post based in Eastern Cape Division of the High Court: Mthatha should be sent via email at 2025/122/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.