

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. 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

ERRATUM

Kindly note that the post of Deputy Director: Information Security, Ref No: 2025/19/OCJ advertised on DPSA circular 09 of 2025 with a closing date of 25 March 2025 has been withdrawn. Apologies for any inconvenience caused.

POST

CHIEF DIRECTOR: JUDICIAL EDUCATION SUPPORT, REF NO: 2025/48/OCJ

SALARY

R1 436 022 - R1 716 933 per annum (Level 14), (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 (South African Judicial Education Institute)

REQUIREMENTS

Matric certificate and a three-year Bachelor's degree (NQF Level 7) in Law, Management or Education at NQF level 7 or a post graduate diploma in Law, Management or Education at NQF level 7 as recognized by SAQA. A minimum of five (5) years' working experience at senior management level. Experience in management, legal, practice or academia. Experience in the training environment. A valid driver's license. Knowledge of SAJEI Act and other relevant legislation. Knowledge of online training platforms. Knowledge of the

work of Judicial officers. Knowledge of research methodologies. Ability to liaise with local and international stakeholders. Good understanding of departmental prescripts and frameworks, (e.g. departmental codes). Understanding of legislation governing Court procedures, processes and policies. Skills and Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Problem Solving and Analysis. People management and Empowerment. Excellent skills in report writing. Advanced Computer Literacy (Excel, Word and PowerPoint). Ability to operate/interface with technical systems. Interpersonal skills. Organisational skills. 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

Provide technical support to the CEO in fulfilling functions of the Institute as listed in section 5 of the SAJEI Act. Ensure seamless implementation of the Corporate Governance calendar. Lead and monitor the effective implementation of the annual research agenda. Ensure timely achievement of quality research outputs. Ensure submission of performance information reports to the CEO in compliance with applicable prescripts and policies. Coordinate and monitor material development and review. Manage effective implementation of annual training schedules. Monitor compliance with prescripts applicable to Human resources, Financial and Risk management. Facilitate the development and implementation of SAJEI's Performance and operational plans.

ENQUIRIES

Technical related enquiries: Dr G Moshoeu, Tel No: (010) 493 2616

HR related enquiries: Ms LP Mpe/Mr SW Meko Tel No: (010) 493 2500

APPLICATIONS

Applications can be via email to: 2025/46/OCJ@judiciary.org.za

NOTE

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

POST

DEPUTY DIRECTOR: ADMINISTRATION, 2025/29/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

CONSTITUTIONAL COURT: BRAAMFONTEIN

REQUIREMENTS

Matric certificate and an LLB degree or four (4) years recognised legal qualification as recognised by SAQA. A minimum of three (3) years relevant legal experience. At least in research A minimum of three (3) years research experience of which three years' must be at Junior Management level (ASD