

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** : Applications can be via email to: 2025/51/OCJ@judiciary.org.za or National Office: Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- CLOSING DATE** : 25 April 2025
- NOTE** : 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. 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 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. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process

OTHER POSTS

- POST 12/94** : **DEPUTY DIRECTOR: CONDITIONS OF SERVICE AND REMUNERATIONS**
REF NO: 2025/51/OCJ
 Re-advertisement, candidates who previously applied are encouraged to re-apply.
- 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 (3) year National Diploma/Bachelor Degree in Human Resource Management and/or Development, Public Administration/Management or an equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of five (5) years' experience in Human Resource Management of which three (3) years must be at an Assistant Director level. A minimum of two (2) years' experience within conditions of service will be an added advantage. Formal PERSAL training (shortlisted candidates will be required to submit PERSAL Certificates). A Valid driver's license. Knowledge of Human Resource Management. Knowledge of Human Resources Management Policies, Human Resources Systems and Procedures. Knowledge and understanding of the Legislation/prescripts and framework governing the public service i.e public service Act, Public service Regulation, labour Relations Act, Employment equity Act, basic Conditions of Employment Act, skills Development Act, collective agreements, codes of Remuneration and the Public Finance Management Act. Knowledge of HR related standards, practices processes and procedures. Structure and functioning of the Department, Business functions and processes of the Department, Change management.
- DUTIES** : Management and monitoring of service conditions and benefits; Monitor the correct application of service conditions and benefits to all employees. Ensure the accurate implementation of salary structured packages for OSD, MMS and SMS employees; Manages termination of services (resignation, ill health, retirements, death, dismissals, etc.) within the department. Ensure management and compliance of leave administration processes; Monitor, review and approve the leave transactions on PERSAL; Prepare the monthly report on the implementation of leave; Monitor and implement the application of temporary and permanent incapacity leave and ill Health retirement (PILIR); Manage the appointment and transfers process of officials within the OCJ; Implement the appointment or transfers of the recommended candidate after selection process on PERSAL; Facilitate the development and implementation of service conditions and benefits policies in line with legislative frameworks, system and processes;. Manage the sub directorate, Administration of employees' pension benefits. Develop or review the service conditions and benefits policies in line with Public Service Prescripts and DPSA guidelines; Review all the service conditions and benefits templates and submit for approval. Manage the efficient and effective administrative support within the sub-directorate; Develop plans and reports for the sub-directorate and submit to the Director.
- ENQUIRIES** : Technical /HR related enquiries: Ms D Kupa Tel No: (010) 493 2528
- APPLICATIONS** : Applications can be via email to: 2025/51/OCJ@judiciary.org.za

- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 12/95** : **HUMAN RESOURCE CLERK REF NO: 2025/52/OCJ**
- SALARY** : R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement
- CENTRE REQUIREMENTS** : National Office: Midrand
: Matric Certificate and a three (3) year National Diploma/Degree in HRM/or equivalent qualification at NQF level 6 as recognised by SAQA will be an added advantage. A valid Drivers licence will be an added advantage, A Minimum of one (1) year functional experience in Human Resource Management will be an added advantage. Knowledge of Peral system, Knowledge of Public Service Act, Knowledge of Public Service Regulations 2016, Knowledge of Treasury Regulation, Knowledge of Performance management and Development processes, Knowledge of Employment Equity Act and other legislation prescript. Communication skills (verbal and written), Administration skills, Planning and organizing skills, Exceptional Interpersonal skills, Computer skills, Report writing skills, Negotiation skills, Problem solving and analysis skills, Conflict resolution skills, Decision making skills.
- DUTIES** : Ensure effective leave administration, Render administrative support service. Provide support to HR records management, Analyse and maintain the effective adherence of policies and prescripts.
- ENQUIRIES APPLICATIONS** : Technical /HR related enquiries: Ms D Kupa Tel No: (010) 493 2528
: Applications can be via email to: 2025/52/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 12/96** : **REGISTRAR'S CLERK REF NO: 202/40/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Labour and Labour Appeals Court: Johannesburg
: Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added 24 advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office) Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated. 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. All shortlisted candidates shall undertake a pre- 35 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** : Rendering effective and efficient case flow management support service to the Court. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Proper Administration of all appeal and petition processes. Ensuring proper receipt, processing, Administration and filing of all appeals and applicants for Leave to appeal. Perform general administrative duties
- ENQUIRIES APPLICATIONS** : Technical/HR enquiries: Ms Thami Mbalekwa Tel No: (011) 494 8515
: Applications can be via email to: 2025/66/OCJ@judiciary.org.za Gauteng Division of the High Court: Pretoria and Labour and Labour Appeals Court: 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
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals. 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). 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 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 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 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 country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. 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. The Department does not accept applications via fax or email. 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 appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of 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 your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes

CLOSING DATE : 23 April 2025