

## 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: 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.

**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, Cnr Pritchard and Kruis Street, Johannesburg

**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.

**CLOSING DATE**

: 30 May 2025

**NOTE**

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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 disqualifications 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

**ERRATUM:** Kindly note the posts of Director: Court Operations: Western Cape, Ref No: 2025/64/OCJ and Director: Supreme Court of Appeal: Bloemfontein and the post of Law Researcher: Supreme Court of Appeal: Bloemfontein advertised on DPSA Circular 15 dated 09 May 2025 with a closing date of 23 May 2025 as well as the post of OHS Officer advertised on DPSA circular 9 of 2025 with a closing date of 25 March 2025 have been withdrawn. The reference number for the post Admin Clerk DCRS: Free State High Court is only 2025/78/OCJ. Apologies for any inconvenience caused

## **OTHER POSTS**

<b><u>POST 16/254</u></b>	:	<b><u>ASSISTANT DIRECTOR: LEGAL SERVICES REF NO: 2025/83/OCJ</u></b>
<b><u>SALARY</u></b>	:	R468 459 - R551 823.per annum (Level 09). The successful candidate will be required to sign a performance
<b><u>CENTRE</u></b>	:	National Office: Midrand
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate and an LLB degree or four year recognized legal qualification at NQF level 8; A minimum of three (3) years' post qualification in litigation or advisory experience. Admission as an advocate or attorney will be an added advantage. A valid driver's license; Skills and Competencies: Knowledge of POPIA and PAIA. Knowledge litigation processes. Good written and verbal communication skills, Interpersonal skills, Computer software skills, Interpretation skills (good excel skills, People Management skills interpretation skills, analytical skills, ensure the correctness of data /information and ability to conduct data verification. 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>	:	Provide legal administration support for the Department and the Judiciary; Coordinate compliance with PAIA&POPIA; Provide support in the management of litigation process for the Department; aid in relation to legal advisory opinion. Provide support with coordinating and advise on loss control matters and related matters; Provide support with drafting / reviewing legal documents/contracts/agreements for the Department.
<b><u>ENQUIRIES</u></b>	:	HR related enquiries: Mr K Mphela Tel No: (010) 493 2527 Technical Enquiries: Adv N Phakola Tel No: 010 493 2580
<b><u>APPLICATIONS</u></b>	:	can be sent via email at <a href="mailto:2025/76/OCJ@judiciary.org.za">2025/76/OCJ@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 16/255</u></b>	:	<b><u>REGISTRAR REF NO: 2025/84/OCJ</u></b>
<b><u>SALARY</u></b>	:	R324 579 – R1 111 323 per annum (MR3-MR5). Salary will be in accordance with the Occupational Specific Dispensation Determination. Shortlisted candidates will be required to submit a Service Certificate for determination of their experience. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Constitutional Court: Braamfontein
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate and an LLB Degree or a four (4) year legal qualification. Driver's license. <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 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
<b><u>DUTIES</u></b>	:	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.

**ENQUIRIES** : Technical enquiries: Ms. Z Sondlo Tel: (011) 359 7458 Ms. K Mokgathe (011) 359 7574

**APPLICATIONS** : can be sent via email at [2025/77/OCJ@judiciary.org.za](mailto:2025/77/OCJ@judiciary.org.za)  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 16/256** : **PROVISIONING ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: 2025/85/OCJ**

**SALARY** : R325 101 - R382 959 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand  
**REQUIREMENTS** : Grade12, A National Diploma Cost Management Accounting/ Financial Accounting (NQF level 6) or equivalent qualification on NQF 6, A Minimum 2 years' relevant experience in the Assets Management, A valid driver's license. Skills and Competencies: Skills and Competencies: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), Treasury Regulations, Asset Management Regulations, Knowledge of BAS. Computer Literacy, Communication skills, Planning and Organizational Skill, Analytical skill, Problem Solving Skill. 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** : Maintain a complete and accurate asset register for leased assets, Facilitate and coordinate the disposal of unserviceable, redundant, obsolete and lost assets, Maintain the register for lost assets, conduct reconciliation of the Leased Assets Expenditure against Lease Assets, Supervise and develop staff.

**ENQUIRIES** : Technical related enquiries: Mr. P Mahumane Tel No: (010) 493 2646  
 HR related enquiries: Ms. S Tshidino Tel No: (010) 493 8771

**APPLICATIONS** : can be sent via email at [2025/78/OCJ@judiciary.org.za](mailto:2025/78/OCJ@judiciary.org.za)  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 16/257** : **STATE ACCOUNTANT REF NO: 2025/86/OCJ**

**SALARY** : R325 101 - R382 959 per annum (Level 07). 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 Financial Management, Public Finance, Public Accounting, Cost and Management Accounting or equivalent relevant qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of two years relevant experience. A valid driver's license. Skills and Competencies: Public Service Act. Treasury Regulation. PFMA. BAS. Government Accounting Standards (GRAP); Economic Reporting Framework including Standard Charts of Accounts. Communication (written and verbal). Computer Literacy (MS Word, Excel, etc.). Analytical and Mathematics skills. Conflict resolution. Ability to work under pressure. Self-motivated. Reliable. Integrity and honesty. 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** : Assist in the preparation of various budgets. Assist budget managers in compiling their budget inputs and expenditure reporting, Capture budget in the financial system (BAS), Manage the department's budget and notify budget managers on possible over/underspending and recommend solutions, Prepare and provide budget managers with management reports (cashflow statements) on a monthly basis, Assist in the compilation of expenditure reports to various stakeholders, Assist in the preparation of financial statements (appropriation statement), Ensure application of prescribed financial procedures and policies including PFMA and Treasury Regulations, Perform other duties as directed.

<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Mr S Jiyane Tel No: (010) 493 2585 HR Related enquiries: Mr K Mphela Tel No: (010) 493 2527
<b><u>APPLICATIONS</u></b>	:	can be sent via email at <a href="mailto:2025/79/OCJ@judiciary.org.za">2025/79/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 16/258</u></b>	:	<b><u>ADMINISTRATION CLERK: CRT REF NO: 2025/87/OCJ</u></b>
<b><u>SALARY</u></b>	:	R228 321 –R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Mpumalanga Division of the High Court: Mbombela
<b><u>REQUIREMENTS</u></b>	:	Matric certificate or equivalent. A National Diploma (NQF 6) in Legal field or related qualification as recognized by SAQA will be an added advantage. A valid driver's license 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: Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). General Administration / Court related functions regarding court recordings. Good customer services 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>	:	Provide administrative support in pre-recording of court proceedings. Render proper recording of court proceedings. Perform collection of statistic. Provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.
<b><u>ENQUIRIES</u></b>	:	Technical Related Enquiries: Ms. JM Shongwe Tel No: (013) 758 0000 HR Related Enquiries: Mr. SJ Zwane/Mr. V Maeko Tel No: (013) 758 0000
<b><u>APPLICATIONS</u></b>	:	can be sent via email at <a href="mailto:2025/80/OCJ@judiciary.org.za">2025/80/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 16/259</u></b>	:	<b><u>REGISTRAR'S CLERK REF NO: 2025/88/OCJ</u></b>
<b><u>SALARY</u></b>	:	R228 321 - R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Gauteng Division of the High Court: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12, no experience is required, A National Diploma (NQF 6) in Legal field or related qualification as recognized by SAQA will be an added advantage. A valid driver's license will be an added advantage. Skills and Competencies: Knowledge of working procedures in terms of the working environment, Knowledge of registry processes and practice, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge and understanding of legislative frameworks governing the Public Service, Knowledge of Filing system, Mail procedure manual, Promotion of access to information Act and National archives. Computer Literacy skills (Microsoft Office), Communication skills, Numeracy, Interpersonal skills, Problem solving and analysis skills, Time management skills, Administrative 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.
<b><u>DUTIES</u></b>	:	Perform clerical and administrative work within the Court, Handle court's request files, render case management duties, Provide support with administrative registrar
<b><u>ENQUIRIES</u></b>	:	Technical/HR related enquiries: HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>NOTE</u></b>	:	Applications can be sent via email at <a href="mailto:2025/81/OCJ@judiciary.org.za">2025/81/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 16/260</u></b>	:	<b><u>ACCOUNTING CLERK REF NO: 2025/89/OCJ</u></b>
<b><u>SALARY</u></b>	:	R228 321 - R368 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office: Midrand

<b><u>REQUIREMENTS</u></b>	:	A Grade 12 certificate no experience required. National Diploma (NQF6) in Finance / Accounting/ as recognised by SAQA will be an added advantage. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP) Departmental policies and procedures Financial prescripts and Manuals Batho Pele Principles. Skills and Competencies: Planning and Organizing, Attention to detail, computer literacy, Verbal and written communication Interpersonal relations, Analytical and Problem-solving, Accounting Basic Numeracy and Accuracy. 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>	:	Receive and check invoices for correctness, verification and approval. Capture all payments on the financial system after verifying supporting documents for validity, accuracy and completeness, Compile and capture all financial transactions on financial transversal system (e.g. BAS, LOGIS and Safety Net)., Updating and maintaining of the invoice tracking register, Maintain records and assist in the filing of documents, Reconciliation of general ledger accounts for payables, Prepare monthly journals and reconciliations, Perform Financial Accounting support services, Entity maintenance, Perform adhoc activities as and when required, e.g. retrieve of documents for audit purposes.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Ms I Morare Tel No: (010) 493 2591 HR related enquiries: Ms. S Tshidino Tel No: 010 493 8771
<b><u>NOTE</u></b>	:	Applications can be sent via email at <a href="mailto:2025/82/OCJ@judiciary.org.za">2025/82/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 16/261</u></b>	:	<b><u>DATA CAPTURER REF NO: 2025/90/OCJ (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R193 359 - R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	National Office Midrand
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate. A National Diploma (NQF 6) in Human Resource Management or related field as recognised by SAQA will be an added advantage. Experience working in the HR environment will be an added advantage. Knowledge of clerical duties, practices as well as the ability to capture data. Skills and Competencies: Batho Pele principles, Knowledge of working procedures in terms of the working environment. Effective communications skills (written and verbal), Good interpersonal skills, Computer Literacy Skills, Customer Services, Planning and organizing skills, Problem solving skills, Analytical skills, Numeric 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.
<b><u>DUTIES</u></b>	:	Render data capturing service, contribute to organizational efficiency, provide general administration functions, Verification and quality control of data, attend to data related queries.
<b><u>ENQUIRIES</u></b>	:	Technical related enquiries: Mr K Mphela Tel No: (010) 493 2527 HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/83/OCJ@judiciary.org.za">2025/83/OCJ@judiciary.org.za</a> The Organisation will give preference to candidates in line with the Employment Equity goals.