

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

: **National Office (Midrand)/ Constitutional Court: 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/ Mthatha/ 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.

CLOSING DATE

: 30 June 2025

NOTE

: 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

ERRATUM: The post of Registrar with Ref No: 2025/116/OCJ based in the Western Cape published on Public Service Vacancy Circular 19 dated 06 June 2025 and the post of Admin Clerk with Ref No: 2025/99/OCJ based in Mpumalanga published on Public Service Vacancy Circular 17 dated 23 May 2025, has been withdrawn. All references to the Supreme Court of Appeal and President of the Supreme Court of Appeal High Court in relation to the advertised post of Chief Registrar with Ref No: 2025/111/OCJ published on Public Service Vacancy Circular 19 dated 06 June 2025 should be corrected to read as the High Court and Judge President respectively. Apologies for any inconvenience caused.

OTHER POSTS

<u>POST 20/51</u>	:	<u>DEPUTY DIRECTOR: SAJEI REF NO: 2025/127/OCJ</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), (all-inclusive package), consisting of 70%/ 75% basic salary and 30%/25% 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 Bachelors in Social Sciences or relevant and equivalent qualification at NQF level 7 as recognized by SAQA. A post-graduate qualification (NQF Level 8) Law will be an added advantage. Minimum of five (5) years' relevant experience in the related field with 3 years proven experience as Assistant Director in the Research and Training Environment, Extensive knowledge and at least three years' experience in conducting empirical research; Experience in providing support to Committees and stakeholder liaison; Proven experience in managing publications and proof of at least one publication by the applicant; will be added advantage; A valid driver's licence. Skills and Competencies: Advanced research (qualitative and quantitative) skills; Innovative and proactive; Advanced report writing skills; Project Management; Stakeholder Management; Ability to work under pressure, long hours and weekends; Leadership skills.
<u>DUTIES</u>	:	Facilitate the production of SAJEI publications on Judicial Education; Conduct training needs assessment; Conduct impact assessment on SAJEI training programs; Monitor legal research and output; Facilitate development and review of SAJEI training materials; Facilitate quality assurance of SAJEI training materials; Develop and implement projects on the SAJEI Research Agenda; Identify relevant research methodology for the projects; Develop research questionnaires; initiate and conduct research into Judicial Education; Analyse data and prepare research reports; Monitor amendments of legislation and provide update to Director Research and Curriculum Development; Prepare training reports and quarterly evaluation reports
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms H Maringa Tel No: (010) 493 2577 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
<u>APPLICATIONS NOTE</u>	:	Applications can be sent via email at 2025/123/OCJ@judiciary.org.za 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 20/52</u>	:	<u>ASSISTANT DIRECTOR EMPLOYEE RELATIONS REF NO: 2025/124/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand
	:	Grade 12 and three (3) year's National Diploma in Labour Relations/ Human Resource management/ Law/ or equivalent qualification at NQF Level 6. A valid Driver License and Willingness to travel. A minimum of three (3) years' experience in the Labour Relations environment of which two (2) years must be at a supervisory level. Knowledge of: Human Resource Legislations and Prescripts; Labour Relations Prescripts; Public Service Regulation Framework; DPSA guidelines; Public Service Co-ordinating Bargaining Council's Resolutions; Collective bargaining agreements; Public Service Commission;

		<p>Policies / guidelines formulation; Project Management; Public service Act and The Constitution of the Republic of South Africa; and Batho Pele Principles. Skills and Competencies: Decision making skills; Problem solving skills; Analytical skills; People management and empowerment skills; Communication (verbal and written) skills; Negotiation skills and People-centric and leadership skills; Policy analysis and development; Research and analytical skills; Report writing.; In depth knowledge and understanding of all relevant Human Resources Legislative Framework, Regulations and Prescripts. 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.</p>
<u>DUTIES</u>	:	<p>Coordinate and handle all misconduct cases within the Department promptly and effectively. Finalise all grievances and complaints received from employees in the Department timeously. Providing guidance and conducting comprehensive investigations for all complex and escalated issues or those representing significant risk to the department. Provide training and advocacy relating to Employment Relations Matters. Provide support in terms of representing the Department at the Departmental Bargaining Chamber. Develop and manage the information and records off all the activities in the Employment Relations Unit and capture cases on Persal. Accurately update the Case management system. Facilitate the implementation of the Implementation of Labour Relations, policies, guidelines, procedures and provide advice therefore. Competently representing the Department at external disputes resolution forums. Assist in the management of strike action within the department. Coordinate effective collective bargaining within the department by ensuring healthy working relationships and engagement with the relevant recognized trade unions. Serving as an employee relations expert.</p>
<u>ENQUIRIES</u>	:	<p>Technical related enquiries: Mr T Mashele: (010 493 2530 HR related enquiries: Ms S Tshidino Tel No: (010) 493 2500/ 8774</p>
<u>APPLICATIONS</u>	:	<p>Applications can be sent via email at 2025/124/OCJ@judiciary.org.za</p>
<u>NOTE</u>	:	<p>The Organisation will give preference to candidates in line with the Employment Equity goals.</p>
<u>POST 20/53</u>	:	<p><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2025/125/OCJ</u></p>
<u>SALARY</u>	:	<p>R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance</p>
<u>CENTRE</u>	:	<p>National Office: Midrand</p>
<u>REQUIREMENTS</u>	:	<p>Matric Certificate and a three (3) years' tertiary qualification in Social Work or Psychology (NQ6). A minimum of three (3) years' functional experience in Employee Health and Wellness environment. Registration with SACSSP/HPCSA or relevant statutory body required. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations, Public Service Act (PSA), Employment Equity Act (EEA), Labour Relations Act (LRA), Employee Health and Wellness policies, Occupational Health and Safety Act (OHSA), Code of Ethics, Job Access strategic framework, Basic Conditions of Employment Act (BCEA), Determination on reasonable accommodation and assistance devices for employees with disabilities in the public service, Gender Equality strategic framework, Batho Pele Principles, Employee Health and Wellness strategic framework, Relevant HIV/AIDs legislations. Valid Drivers' license as the job will entail extensive travelling and the successful incumbent must be willing to work long hours. Skills and Competencies: Communication (verbal and written), People management, Motivational, Analytical, Problem solving, Interpersonal, Presentation, Report writing, Planning and Organising, Computer Literacy.</p>
<u>DUTIES</u>	:	<p>Ensure the coordination and the implementation of EHW programmes within the OCJ. Coordinate the psychosocial wellness through preventive and curative programs within the OCJ. Maintain the establishment of partnership and network with stakeholders. Coordinate the events related to Employee Assistance Programme (EAP) in line with the departmental strategic objectives. Provide awareness and education on the health and wellness issues. Generate, consolidate and submit reports for data analysis and statistics. Render employee assistance through counselling (individual and group sessions) and other forms of interventions from relevant professionals. Contribute towards the development of EHW policies. Conduct research and benchmark in line with best practices. Develop and review the Employee</p>

Health and Wellness policies in line with Public Service Prescripts and DPSA guidelines. Review all the Employee Health and Wellness templates and SOP for approval. Ensure and implement the SHERQ within the OCJ. Implement OHS services within the OCJ. Monitor the potential hazards and ensure risk management within the OCJ. Ensure and implement environmental management within the OCJ. Provide logistical support in commemoration of HIV/AIDS, STI and TB events in accordance with employee health and wellness policies within the OCJ. Coordinate screening for body mass index, chronic diseases and HIV counselling and testing. Ensure the implementation of HIV & AIDS and TB management policy and programmes. Participate and provide inputs in the coordination of the HIV and AIDS, STI & TB Strategy. Facilitate health related events, activities and interventions. Provide health awareness within the OCJ. Implement diversity management programmes within the OCJ. Coordinate, evaluate and implement Gender, Disability, Youth and Diversity Management Programmes within the organization. Facilitate and support the establishment of Women, Men and Disability forum within the organization. Promote the mainstreaming, development and empowerment of women, men, youth and people living with disability. Provide support in managing resources (Assets/ Devices/ Human) in the sub-Unit. Supervise and develop staff. Ensure general supervision of employees. Manage the provision of employees support services through an integrated wellness programme.

<u>ENQUIRIES</u>	:	Technical Enquiries: Mr S Phaladi Tel No: (010) 493 2658 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/125/OCJ@judiciary.org.za
<u>POST 20/54</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/126/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</u>	:	Constitutional Court: Braamfontein
<u>REQUIREMENTS</u>	:	A Grade 12. One (1) year's secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCom Law degree will serve as an advantage. 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 detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidential 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: Mr J Mabena Tel No: (011) 359 7400/7458 HR enquiries: Ms K Mokgathe Tel No: (011) 359 7400/ 7574
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/126/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

<u>POST 20/55</u>	:	<u>JUDGE'S SECRETARY REF NO: 2025/127/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>	:	Gqeberha High Court 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 / HR Enquiries: Mr S Mponzo Tel No: (043) 726 5217
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/127/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 20/56</u>	:	<u>ADMINISTRATION CLERK: SAJEI REF NO: 2025/130/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>	:	National Office, Midrand Grade 12 certificate. No experience required. National Diploma (NQF level 6) with 360 credits in the related field will be an added advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government Knowledge of relevant legislation. Skills and Competencies: Communication (written and verbal) and public relations skills. Computer literacy (MS Office). Good interpersonal skills. Good problem-solving skills. Accuracy and attention to detail. Ability to work under pressure and solve problems. Customer service skills and document management.
<u>DUTIES</u>	:	General clerical duties. Provide supply chain clerical support services. provide and maintain stationery usage. Maintain an efficient filing system. Delivering and tracking of correspondence. Ushering of guests. Preparation for meetings. Follow up on tasks. Perform any other support duty as may be required by SAJEI management.
<u>ENQUIRIES</u>	:	Technical Enquiries: Ms M Mokgetle Tel No: (010) 493 2574 HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 2500/2533
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/130/OCJ@judiciary.org.za