

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.

- CLOSING DATE** : 11 July 2025
- APPLICATIONS** : Free State/Supreme Court of Appeal: 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
- 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

OTHER POSTS

- POST 22/90** : **COURT MANAGER, REF NO: 2025/151/OCJ**
- SALARY** : R896 436 – 1 055 958 per annum (Salary 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.
- CENTRE** : Supreme Court of Appeal
- REQUIREMENTS** : Grade 12 and three-year National Diploma/Degree in Management, Public Administration or legal qualification or related qualification at NQF level 6 (360 credits) as recognised by SAQA. An exposure in a court environment. A degree

		in Management or Administration or legal qualification at NQF level 7 will serve as an added advantage. A minimum of six (6) years' experience of which three (3) years should be at assistant director/junior management level. A valid driver's license. Skills And Competencies: Knowledge of Human Resource Management, Financial Management, Asset Management and Supply Chain Management. Knowledge of Case Flow Management. Understanding of Facilities and Security Management. Leadership. Effective communications skills. Strategic thinker. Time management and ability to work under pressure.
<u>DUTIES</u>	:	Provide strategic and operational leadership to the Supreme Court of Appeal to optimally deliver on the OCJ mandate. Provide support to management of Case Flow. Manage service level agreements and contracts. Provide integrated human resource management and management services in the court. Coordinate and facilitate internal audit and risk management services. Provide administrative and technical support. Monitor the overall performance of the court and enhance judicial stakeholder relations. Provide effective and efficient management of facilities and security services to the judiciary.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Adv. W. Lambley Tel No: (010) 493 2561 HR Related Enquiries Ms N. de la Rey Tel No: (051) 492 4585
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/151/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental employment equity goals.
<u>POST 22/91</u>	:	<u>LAW RESEARCHER, REF NO: 2025/153/OCJ (13 POSTS)</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 9). The successful candidate will be required to sign a performance
<u>CENTRE</u>	:	Supreme Court of Appeal (SCA)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. LLB degree or a four-year recognized legal qualification. A minimum of three (3) years legal research experience. Sound knowledge of domestic and international legal databases. A valid driver's license. Exposure in the SCA court environment will be an added advantage. 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
<u>DUTIES</u>	:	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. Proofread 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 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.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Ms S. Collins Tel No: (051) 492 4623 HR Related Enquiries; Ms N. de la Rey Tel No: (051) 492 4585
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/153/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the departmental employment equity goals.
<u>POST 22/92</u>	:	<u>JUDGES SECRETARY, REF NO: 2025/154/OCJ (12 POSTS)</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 7). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court of Appeal
<u>SALARY</u>	:	R325 101 – R382 959.per annum
<u>REQUIREMENTS</u>	:	Grade twelve (12) certificate, a minimum of 20 modules completed towards an LLB or Bachelor Law Degree and results must accompany the application. A minimum of two (2) years secretarial experience. A valid driver's license. LLB Degree will serve as an added advantage. Exposure in the SCA court environment will be an added 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 care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Office) and research capabilities.

DUTIES

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that the appointments and meetings of the judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed judgments and orders handed down in court or virtually are sent to the typist and the library (judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the judge is ordered and collected. To ensure that the court files are ready and the judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the reviews register is up to date and signed on receipt and return of reviews to the Review Clerk. To ensure that the register/template of the reserved judgment is updated notifying the Statistics Officer as well as the office of the 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. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them of how the judgment will be handed down. To ensure that the bench book of the judge is prepared and files are in court before the court starts or before the judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before judge can allow parties to start with their matters. 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 the judge in court. To ensure that all travel and accommodation arrangements are in order and made on time. To ensure that the judge's logbook is submitted on or before the 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and/or service. To remind the judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of cell phone and data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer. Adhere to prescripts, policies, procedures and guidelines.

ENQUIRIES

: Technical enquiries: Ms M.D Maluleke Tel No: (051) 492 4623

HR Enquiries: Ms N. de la Rey Tel No: (051) 492 4523

APPLICATIONS

: Applications can be sent via email at 2025/154/OCJ@judiciary.org.za

NOTE

: The Organisation will give preference to candidates in line with the employment equity goals.

POST 22/93

: **REGISTRAR, REF NO: 2025/155/OCJ (2 POSTS)**

SALARY

: MR3: R324 579 – R371 121.per annum

MR4: R388 392 – R444 075.per annum

MR5: R464 634 – R1 111 323.per annum. 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.

CENTRE

: Supreme Court Of Appeal

REQUIREMENTS

: 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 Related Enquiries: Ms S.R Basson Tel No: (051) 492 4623 HR Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/155/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the employment equity goals.
<u>POST 22/94</u>	:	<u>HANDYMAN, REF NO: 2025/156/OCJ</u>
<u>SALARY</u>	:	R163 680 – R192 810.per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Supreme Court Of Appeal
<u>REQUIREMENTS</u>	:	Grade 10 (Abet level 3) or equivalent qualification. Grade 12 and a qualification in plumbing, electrical or carpentry will be an added advantage. General maintenance experience will be an added advantage. Skills and Competencies: Knowledge of the Occupational Health and Safety Act. Knowledge on how to operate hand and power tools. Knowledge of building infrastructure layouts. Computer literacy. Communication skills. Ability to work as part of a team. Reliability. Problem solving skills. Innovation. Ability to work independently.
<u>DUTIES</u>	:	Perform minor general building maintenance. Attend to minor plumbing, electrical and general handyman duties. Conduct routine inspections of the building on a weekly and monthly basis. Report unauthorized movement of equipment. Report all damage to property and assets.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. V.Z.J Zwane Tel No: (051) 492 4623 HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4585
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/156/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the employment equity goals.