

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):** 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: Johannesburg/Pretoria: 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.
Mthatha: 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
Free State: 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.
- CLOSING DATE** : **01 AUGUST 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 possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications 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

POST	:	ASSISTANT DIRECTOR: JUDICIAL SERVICE COMMISSION (JSC) REF NO: 2025/181/OCJ (One-Year Contract)
SALARY	:	R468 459 - R551 823 per annum (Level 09), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
CENTRE	:	NATIONAL OFFICE: MIDRAND
REQUIREMENTS	:	Matric certificate. An LLB degree or a four-year recognized legal qualification. A valid driver's license. A minimum three (3) years' relevant legal experience in the judicial environment. An understanding of the functioning of Commissions or Tribunals would be an added advantage. Skills and Competencies: Report writing and editing skills, legal research and analytical skills, Project Management, Planning and organizing, Accuracy and paying attention to detail, Communication skills, Computer literacy, Excellent interpersonal skills, Ability to work under pressure and independently. Problem solving skills, Administration skills. Willingness to travel. 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	:	Rendering support to the Judicial Service Commission and its Committees, Receiving and attending to complaints against Judges, maintaining a register of complaints lodged against Judges, Consulting with the State Attorney and Advocates on Litigation matters Maintaining of stakeholder relations with referral institutions Provide research and legal assistance to the Unit, Perform any ad hoc tasks within the Unit.
ENQUIRIES	:	Technical enquiries: Ms M Songca Tel No: (010) 493 2575 HR enquiries: Mr K Mphela Tel No: (010) 493 2500
APPLICATIONS NOTE	:	Applications can be sent via email at 2025/181/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals
POST	:	SENIOR ADMINISTRATIVE OFFICER REF NO: 2025/182/OCJ
SALARY	:	R397 116 - R467 790 per annum (Level 08). The successful candidate will be required to sign a performance agreement.
CENTRE	:	MTHATHA HIGH COURT
REQUIREMENTS	:	Grade 12. National Diploma in Public Administration/ Administrative Management/ Public Management/ equivalent qualification at (NQF level 6). A minimum of two (2) years' experience/supervisory level. A Valid driver's license. Skills and Competencies: Computer literacy (MS Word, Power Point, Excel and Outlook), Good communication skills (written and verbal), Problem solving skills, Report writing skills, Analytical skills, Administration skills, Planning and organizing skills; Confidentiality, Team player, Flexible, Accuracy, attention to detail and ability to work under pressure and independently.
DUTIES	:	Provide administrative support to the Court; Administer travel accommodation arrangements; Provide support to Facilities Management function; Provide support to Fleet Management function; Supervise and develop staff.
ENQUIRIES	:	Technical / HR Enquiries: Mr S Mponzo Tel No: (043) 726 5217
APPLICATIONS NOTE	:	Applications can be via email to: 2025/182/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals

POST	:	DATA CAPTURER REF NO: 2025/184/OCJ
SALARY	:	R193 359 - R227 766 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
CENTRE	:	LABOUR AND LABOUR APPEALS COURT: JOHANNESBURG
REQUIREMENTS	:	Grade twelve (12) or NQF Level 4 qualification, Computer literacy knowledge of clerical duties and understanding of legal framework governing the public service. Skills and competencies. Good communication skills (written and verbal) Good interpersonal relations, customer service, interpersonal skills, Problem solving skills. Customer service and attention to detail. 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 administration support services Capture and update data from available records into the required formats e.g. databases, table and spreadsheet. Verify missing data and errors observed during data entry. Review and validate all data from the records. Submit data and make regular backups of data. Update registers and statistics. Keep and maintain records and files. Record and file documents Provide support the verification personnel with availing data sources required and files Collect applications for default judgment and taxation from General Office. Provide information to responsible components. Keep and maintain records and files in an organized manner. Sort and distribute incoming data to be captured equally.
ENQUIRIES	:	Technical enquiries: Ms T Nzimande Tel No: (010) 494 9238 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
APPLICATIONS NOTE	:	Applications can be sent via email at 2025/184/OCJ@judiciary.org.za The Organisation will give preference to candidates in line with the Employment Equity goals
POST	:	USHER MESSENGER REF NO: 2025/185/OCJ
SALARY	:	R163 680 – R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
CENTRE	:	FREE STATE DIVISION OF THE HIGH COURT: BLOEMFONTEIN
REQUIREMENTS	:	Grade 10/ABET (NQF level 2). No experience required. A valid driver's license. A minimum of one (1) year relevant exposure to a court environment will be an added advantage. Skills and Competencies: Knowledge of relevant legislations. Planning and organizing skills, Good interpersonal skills, Time management skills, Client orientation and customer focus, Communication skills; Attention to detail, Flexible, Accuracy, Confidence and Ability to work under pressure.
DUTIES	:	Escorting of Judges' to the Court rooms. Rendering of administrative support functions to the Judges' and the Court room crew. Maintenance of Courtrooms' and court room records. Facilitation of the smooth- running of the Court rooms and the collection and distribution of post/parcels, files and other documents and photocopying of official documents. Be present in Court during the session. Making copies of Court rolls and circulate according to distribution list. General messenger duties. Assist in general office when required.
ENQUIRIES	:	Technical/HR related enquiries: Ms DSJ Peters Tel No: (051) 492 4573
APPLICATIONS	:	Applications can be sent via email at 2025/185/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals