

## 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**

: **Durban:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54314, Durban, 4001. Applications can also be hand delivered to 1st Floor Office No 118, CNR Sontseu8 & Stalwart Simelane Streets, Durban, 4000.

**Gauteng/Land Court Randburg:** 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/Mbombela:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, 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**

: 12 September 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

## **OTHER POSTS**

<b><u>POST 31/59</u></b>	:	<b><u>CHIEF REGISTRAR REF NO: 2025/215/OCJ</u></b>
<b><u>SALARY</u></b>	:	R586 956 – R1 386 972 per annum (MR6). The successful candidates will be required to sign a performance agreement. 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Land Court Randburg
	:	Grade 12 certificate and LLB Degree or a Four (4) year legal qualification as recognized by SAQA. A minimum of eight (8) years' post graduate legal experience gained as a Registrar. A valid driver's license. An LLM Degree will serve as an added advantage. Skills and competencies: Computer literacy, Excellent communication skills (verbal and written). Report writing skills. Numerical skills Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management skills. Strong work ethic and motivation. Self-management. Professional appearance and conduct. 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>	:	Mentor and advice on the tracking and management of the progression of all cases filed in court. Management of time and events necessary to move cases from initiation through to disposition. Make inputs on amendments of court rules and practice directives to improve efficiency at the Land Court of Appeal. Implement directives issued by the President of the Land Court of Appeal. Manage implementation of the Departmental Strategic Objectives relating to the processing of cases within the Case Flow Management Framework at the Supreme Court of Appeal. Compile training manuals and provide training to registrars and registrars' clerks. Support staff. Stakeholder Management, Human Resources Management, Court and Case Flow Management/Quasi-Judicial functions. Manage Sen./ice Level Agreement, Framework. Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System. Safeguard case records in accordance and prescripts. Achieve excellence in delivering planned customer service outcomes (i.e. service levels and standards) for the 38 Departments and monitoring the unit's service delivery in order to achieve the service delivery targets. Ensure the highest level of customer care and customer satisfaction. Manage all administration related functions. Supervise and develop staff
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Ms N Mhlambi Tel No: (010) 493 5664 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<b><u>APPLICATIONS NOTE</u></b>	:	can be sent via email at <a href="mailto:2025/215/OCJ@judiciary.org.za">2025/215/OCJ@judiciary.org.za</a>
	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 31/60</u></b>	:	<b><u>REGISTRAR'S CLERK REF NO: 2025/216/OCJ</u></b>
	:	Re-advertisement, candidates who previously applied are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R228 321 - R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	KwaZulu Natal Division of the High Court: Durban
	:	Grade 12 certificate or equivalent qualification. A three-year relevant qualification (National Diploma at NQF level 6) with 360 credits as recognised by SAQA will be an added advantage. no experience is required. 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 High Court, Handle court's request files, render case management duties, render administrative support and perform administrative duties as assigned by Management. Attend to all stakeholders' enquiries and correspondences, provide effective and efficient case flow management support service to the Court. Ensure proper filing and safekeeping of all records. Proper administration of all appeal and petition processes., ensure proper receipt, processing, administration and filing of all appeals and applications for leave to appeal. Perform general administrative duties.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Ms M Ries, Tel No: (031) 493 1723 HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:2025/216/OCJ@judiciary.org.za">2025/216/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 31/61</u></b>	:	<b><u>TELECOM OPERATOR REF NO: 2025/217/OCJ</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>	:	Mpumalanga Division of the High Court: Mbombela
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent qualification; Basic Computer Certificate will be an added advantage. no experience is required. A valid driver's license will be an added advantage. Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge of the MS Office package, with experience in word processing, outlook, Power Point and Excel Knowledge of Office Administration, Knowledge and understanding of the legislative framework, governing Public Service, Knowledge of handling alarm systems related to the switchboard, Knowledge of legislations, Batho Pele Principles. All shortlisted candidates shall undertake a pre-entry practical exercise and driving test excise 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>	:	Ensure that all switchboard is maintained at all times. Maintain the telephone database, provide messaging services, maintain effective performance of answering direct calls, maintain internal telephone directory. Provide switchboard services to all clients, assist with any telephone related duties required by the management, attend to high priority calls and forward calls to relevant business units and identify and report telephone faults through emails, maintain the functional telephone system, ensure that switchboard and telephone equipment is working in order. Reports all faults to technical service providers, report all faults on telephone lines to the information services unit within the department. Update and maintain accurate contacts and information list of services, departments, staff members and application requirements. Administer telephone accounts. Ensure effective and efficient communication both internally and externally. Provide accurate information to the clients.
<b><u>ENQUIRIES</u></b>	:	Technical enquiries: Ms JM Shongwe Tel No: (013) 758 0000 HR enquiries: Mr SJ Zwane/Mr MV Maeko Tel No: (013) 758 0000
<b><u>APPLICATIONS</u></b>	:	Applications can be via email to: <a href="mailto:2025/217/OCJ@judiciary.org.za">2025/217/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 31/62</u></b>	:	<b><u>MESSANGER REF NO: 2025/218/OCJ</u></b>
<b><u>SALARY</u></b>	:	R163 680 – R192 810.per annum (Level 03). 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>	:	Grade (10) or (ABET Level 2 certificate). Grade 12 will serve as an added advantage. A valid driver's license. Skills and Competencies, Computer literacy and basic software (outlook, Excel and word) Good Communication skills (written and verbal) Good interpersonal relations, customer service, interpersonal skills, conflict Management, work ethic, and motivation, All

shortlisted candidates shall undertake a pre-entry practical exercise and driving test exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES**

: Distribute mail to various offices. Collect post bag from the Post Office. Transport Officials to various destinations. Daily delivery and collection of posts from Post Office. Distribution of urgent/hand delivered mail to various offices. Delivering of outgoing mail to post Office. Maintenance of the register of mail distribution and ensure safeguarding of all correspondence. Collect and deliver mail. Driving court vehicles.

**ENQUIRIES**

: Technical enquiries: Ms JM Shongwe Tel No: (013) 758 0000  
HR enquiries: Mr SJ Zwane/Mr MV Maeko Tel No: (013) 758 0000

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**NOTE**

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