

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)/:** 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

Western Cape: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service Centre 30 Queen Victoria Street, Cape Town 15 August 2025

CLOSING DATE**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 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

POST 27/174 : **PERSONAL ASSISTANT: CHIEF DIRECTORATE: COURT AND CASE FLOW MANAGEMENT SUPERIOR COURTS REF NO: 2025/197/OCJ**

SALARY : R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
Grade 12, National Diploma in Office Management/ Information Management/ Public Administration/ Business Administration/ equivalent qualification at (NQF level 6), A minimum of two (2) years' experience in Office Administration/ Secretariat Services, A valid driver's license. Skills and Competencies: Financial, Provisioning and Human Resource administration procedures and processes, Document tracking, storage and retrieval, Computer Literate, Good telephone and office etiquette, Relevant Public Service and Departmental legislation/prescripts/policies and procedures, Procedure and processes applied in Office Management, Meeting procedures, Operating office equipment (e.g. Computer, photocopy, scanner, projector), Basic knowledge on financial administration. Organizing and Communication skills, Report writing skill, Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet, etc.), Presentation skills, Problem solving skills, Good interpersonal relations, Planning and organizing, Language skills, Numeracy, Literacy, Typing 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.

DUTIES : Provide a clerical support service to the Office of the Chief Director Provide a secretarial/receptionist support service to the Office of the Chief Director, Render administrative support service to the Office of the Chief Director, Remain up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the Office of the Chief Director.

ENQUIRIES : Technical/ related enquiries: Ms W Lambley Tel No: (010) 493 2561
HR related enquiries: Ms S Tshidino Tel No: (010) 493 8771

APPLICATIONS NOTE : Applications can be sent via email at 2025/197/OCJ@judiciary.org.za
The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 27/175 : **POOL JUDGE'S SECRETARIES REF NO: 2025/198/OCJ (X2 POSTS)**
(12 Months non-renewable Contract)

SALARY : R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Gauteng Division of the High Court: Johannesburg
Grade 12 / Matric plus LLB degree; Valid driver's license. Shortlisted candidates will be required to pass a typing test Skills and Competencies: Good written and oral communication skills. Computer literacy (Microsoft office). Customer services skills. Interpersonal relations skills. Planning skills. Organising and control. Able to work under pressure. Ability to multi-task. Problem solving skills. Good interpersonal relations. Skills and competencies: Proficiency in English, Proficiency in Microsoft Office Programs, Ability to conduct research Problem solving, Planning and organizing, Ability to maintain confidentiality, Good judgment and decision-making skills, Good interpersonal relations with ability to take charge, effective communication (verbally and in writing), Able to work under pressure, Ability to multitask, Telephone etiquette, Professionalism, Ability to meet strict deadlines, Time management skills and People skills.

DUTIES : To ensure attendance and screening of all incoming and outgoing calls. To ensure that 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 (Judgements 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 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 register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that he register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judge for approval and signature. To prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. 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 on how the judgement 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 Judge enters the court. To ensure that all stakeholders involved are present in court before commencement of proceedings. 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 electronic court file after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submission of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs in the Judge's library are attended to. Execute legal research as directed by the Judge. Comply with departmental Policies and Prescripts and procedures or guidelines, including signing of payroll

- ENQUIRIES** : Technical enquiries: Ms R Bramdaw Tel No: (010 494 8486
HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- APPLICATIONS** : Applications can be sent via email at 2025/198/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 27/176** : **JUDGE'S SECRETARY REF NO: 2025/199/OCJ (X3 POSTS)**
(12 Months non-renewable Contract)
- SALARY** : R325 101 - R382 959 per annum (Level 07), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of the High Court: Cape Town
- REQUIREMENTS** : Grade 12. A minimum of two (2) years secretarial experience, Experience in a legal/ court environment will serve as an added advantage, An LLB Degree, Bachelor of Law Degree or a minimum of 20 modules completed towards an LLB, BA or Bachelor of Law Degree will serve as an advantage. A valid driver's license 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 care service skills; Excellent typing skills; Confidentiality; Time management; Computer literacy (MS Office); Ability to provide support services to a Judge in the office and in a court setting; Attend and provide support services including court administration services for a Judge at circuit courts around the Western Cape.
- DUTIES** : Provide general legal secretarial/ legal administrative duties to the Judge, Typing (or formatting) of draft memorandums, directions, opinions, letters for or by the Judge, Manage and type correspondence, judgements and orders for the Judge (including Dictaphone typing). Arrange and diarize appointments, meetings, official visits, make travel and accommodation arrangements for circuit, meetings etc with the relevant administration unit at the court. Store,

keep and safeguard all case files and update the case files with postponements orders and/ or made by the Judge. Update files with documents received. Update exhibit and witness list in criminal matters. Perform digital recordings of court proceedings on urgent court cases after hours or on circuit court and ensure the integrity of recordings. Accompany the Judge to court and keep a record of times (start and end times daily, including adjournments. Compile court statistics daily and ensure accurate updates on the statistical tools. Management of the Judge's vehicle, logbook and servicing 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. Manage the Judge's library and the updating of loose-leaf publications. Attend to and execute requests from the judiciary in connection with cases and case-related matters.

<u>ENQUIRIES</u>	:	Technical enquiries: Ms N Chwethiso Tel No: (021) 480 2411
<u>APPLICATIONS</u>	:	HR enquiries: Mr SD Hlongwane Tel No: (021) 469 4032
<u>NOTE</u>	:	Applications can be sent via email at 2025/199/OCJ@judiciary.org.za
	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 27/177</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 2025/200/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>	:	Gauteng Division of the High Court: Johannesburg
<u>REQUIREMENTS</u>	:	Applicants should be in possession of grade twelve (12) and ten (10) years' practical experience in court interpreting or a 3 years National Diploma (NQF 6) in Legal interpreting or equivalent qualification on NQF Level 6 (360 credits) and a minimum of three (3) years practical experience in court Interpreting. Proficiency in English, Afrikaans, Isixhosa, Isizulu, Sesotho, Setswana, Sepedi, Isiswati, Tsonga and Tshivenda, selobedu, sepulani, isiNdebele, sign language and any foreign language will be an added advantage) candidates will be required to undergo oral written language proficiency testing. A valid driver's license will be an added advantage. Skills and Competencies: Excellent communication skills (written and verbal), computer literacy (MS Office), good interpersonal skills, ability to work to work under pressure and solve problems, Accuracy and attention to detail, customer service. 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>	:	Rendering interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions of the Judiciary, court Manager and Supervisor as and when is required.
<u>ENQUIRIES</u>	:	Technical enquiries/ HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/200/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 27/178</u>	:	<u>HUMAN RESOURCE CLERK REF NO: 2025/201/OCJ</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Provincial Service Centre: Gauteng
<u>REQUIREMENTS</u>	:	Grade 12, No experience required, NQF level 6 in the related field will be an added advantage,, knowledge and understanding of the legislative framework governing the Public Service, Knowledge of Public Service Act, Knowledge of Public Service Regulations 2016, Knowledge of storage and retrieval procedures in terms of working environment, Batho Pele Principles, Communication skills (verbal and written), Administration skills, Planning and organizing skills, Computer skills, Time management skills, Basic numeracy skill ,Interpersonal relations, Typing skill.
<u>DUTIES</u>	:	Facilitate administration of recruitment, selection and appointment processes with the Province, Implementation of Transactions on PERSAL system in respect of appointments, Injury on duty, Long service recognitions, pensions,

ENQUIRIES
APPLICATIONS
NOTE

- transfers, Housing allowance, performance management, Training and Service termination,
- : Technical Enquiries/ HR Ms T Mbalekwa Tel No: (010) 494 8515
 - : Applications can be sent via email at 2025/201/OCJ@judiciary.org.za
 - : The Organisation will give preference to candidates in line with the Employment Equity goals.