

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**

- : **Free State/Bloemfontein:** 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.
- 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.
- Gauteng: Johannesburg High Court:** 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 X20051, 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.
- KwaZulu-Natal: 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 Somtseu8 & Stalwart Simelane Streets, Durban, 4000

CLOSING DATE

- : 21 November 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 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: kindly note that the correct email address for the advertised internship programme on circular 40 with reference no: 2025/297/OCJ should be emailed to 2025/297/OCJ@judiciary.org.za and for reference no 2025/298/OCJ Should be emailed to 2025/298/OCJ@judiciary.org.za

OTHER POSTS

<u>POST 41/136</u>	:	<u>IT COORDINATOR REF NO: 2025/305/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</u>	:	Free State Provincial Service Centre
<u>REQUIREMENTS</u>	:	Grade 12 and a National Diploma in Computer Engineering/ Information Technology or equivalent qualification at (NQF level 6) with 360 credits as recognized by SAQA. A minimum of three years' experience in general IT desktop support. ITIL Foundation Certificate will be added advantage, A driver's license will serve as an advantage. Skills and Competencies: Project and Systems Management: Knowledge as a Network Administrator, Help Desk or First Line Support, Knowledge of government prescripts, regulations, and laws, Knowledge of development of users training manuals, guidelines and procedures and drafting of a budget, Knowledge and experience in evaluation of End-User training, Knowledge of Public Sector IT environment, LAN,WAN Project and Change Management, Experience in IT Asset Management, Effective communications skills (written and verbal), Problem Solving and analytical skills, Coaching skills, Good interpersonal relations skills, Training and presentation skills, Planning and organization skills, Decision making skills, Technical skills, Computer skills, Project management skills, Customer Service orientated, Time management skills, Ability to multi-task is essential, Ability to work under pressure, Flexible, Confidence, Ability to meet deadlines, Accountable, Attention to detail and Assertiveness. 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>	:	Optimise Business Applications and transversal systems in the Province, ensure availability of systems to all officials who are entitled to use them, Ensure the installation of the correct packages on computers for the smooth running of systems i.e. antivirus, and any related updates, Create and update spreadsheets for all users of the system and monitor access provided to these systems, Manage additional and removal of profiles on system servers, Maintain the IT assets at the provincial level, oversee the lifecycle of hardware and ensure compliance to the Asset Management Policy. Conduct ICT infrastructure operations assessment within the and compile reports accordingly, Identify areas within the court/service centres that need ICT upgrades and identify the most suitable viable solutions to enhance service delivery, Assist Judges and Managers with virtual hearings and meetings (Teams & Zoom) and provide audible recordings, Provide scrapping certificates for all out of warranty equipment where required, Participate on the provincial disposal committee for disposal of IT goods, Respond to all IT support requests, enquiries and calls logged with the OCJ and DOJ&CD helpdesk and escalate when necessary, Monitor and assist with calls that are logged to the service desk and check if they are attended to as per the SLA, Configure workstation to access LAN and Wide Area Network (WAN) resources (internet, intranet, VPN, Business Applications), Monitor and report on all the work done by external service provider in respect to IT, Track and manage all LAN faults escalated to SITA or Head office until they are resolved (faulty switches and network points), Communicate the status of all escalated LAN faults to the

		affected user community and the provincial head. Manage IT contracted service providers at the provincial level: Manage all third parties providing network services and ensure that SLA is met, Escalate all calls that are not resolved correctly to the ICT Service Management, Liaise with stakeholders to discuss ICT issues and contracted services within OCJ, Manage and facilitate rollout of all new systems and IT infrastructure in the Court / Service Centres, Monitor and facilitate adherence to applicable SLAs by all service providers, Facilitate repair of all faulty IT equipment (printers, desktops, laptops) still under warranty and also of those out of warranty only if economical to do so. Provide provincial reports and adhoc reports with regards to the ICT projects and System Utilisation: Provide monthly ICT report to the DCO on completed and forth coming projects within OCJ, Schedule monthly meetings with service provider assigned to the province for project updates and infrastructure reporting, Provide IT Assets Inventory Report (printers, laptops, desktops) and Provide report on warranty status of IT equipment (printers, laptops, desktops).
<u>ENQUIRIES</u>	:	HR Enquiries Technical enquiries: Ms N. de la Rey Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be via email to: 2025/305/OCJ@judiciary.org.za
<u>NOTE</u>	:	OCJ will give preference to candidates in line with the departmental Employment Equity goals
<u>POST 41/137</u>	:	<u>LAW RESEACHER REF NO: 2025/306/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823per annum (Level 09). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Gauteng Division of The High Court: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 Certificate and a Degree in LLB at NQF level 8. A minimum of two (2) years' in the relevant field and a valid Driver's license. Superior court or litigation experience will be an added advantage. A minimum of 3 years' legal research experience will serve as an added advantage. Skills and Knowledge: Basic Conditions of Employment Act and related labour laws & Departmental policies, Knowledge of the Labour Relations Act 66 of 1995, Labour and Labour Appeal Court Rules and Practice Manual, Employment Equity Act, Practice Manual of the Court, Sound understanding of South African law and judicial system, Interpretation and application of the law, Batho Pele Principles. Communication skills (verbal and written), Problem solving and decision-making skills, Excellent research and analytical skills, Report writing and editing skills, Problem solving skills, Financial management skills, Strategic skills, Analytical skills, Presentation skills, Planning and organizing skills, • Computer literacy, (Word, PowerPoint & Excel,). Applied Strategic Thinking, Budgeting and Financial Management, Communication and Information Management, Customer Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organizing, Problem Solving and Decision Making, Project Management and Team Leadership. 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 support to legal research functions for the Judges and other Court officials: Provide support with legal research on various legal issues, statutes, rules, regulations, and case law, Analyse and apply complex legal principles and provide summaries to the judges, Provide research support to judges in the preparation of hearings and trials, Carry out research and retrieve all material from all sources in both hard copy and electronic formats on legal issues, as requested by a Judge, Provide analysis through studying all the relevant material, Study all the relevant material and provide a thorough analysis thereof. Prepare and compile legal opinions: Provide support to the judges with legal arguments analysis submitted by litigants, evaluate merits of each argument, Research supporting and opposing case law (precedent) and provide recommendations to the judges, review legal issues, arguments, and relevant case law in the form of legal memos, Prepare a comprehensive memorandum on the outcome of the legal research. Provide support with drafting of clear, consistent and comprehensive judgments: Provide support to judges in reviewing and proofreading draft judgment(s) to ensure clarity and accuracy, Proofread all judgments, articles, speeches and conference papers with respect to spelling and grammar, Quality assure all references and footnotes in all judgments and legal articles against the original text to ensure correctness and accuracy, Correct mistakes (typos) with the help of track

changes so that judges can accept or decline any proposed changes. Ensure that Judges are up to date on recent developments in case law, practice directives and legislation: Quality assure the maintenance of knowledge of recent legal developments, new legislation, and relevant case law, provide support to the monitoring of legal journals, ensure that judges have access to the latest legal information, Keep up breast with recent developments in relevant areas of law, such as legislative changes, new precedents, and emerging legal trends.

ENQUIRIES : Technical Related Enquiries: Ms Dlomo Tel No: (010) 494 8341
APPLICATIONS : HR Related Enquiries; Ms T Mbalekwa Tel No: (010) 494 8515
NOTE : Applications can be sent via email at 2025/306/OCJ@judiciary.org.za
 : The Organization will give preference to candidates in line with the departmental employment equity goals.

POST 41/138 : **SENIOR COURT INTERPRETER REF NO: 2025/307/OCJ**

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

CENTRE : Mpumalanga Division of The High Court: Mbombela
REQUIREMENTS : Grade 12 and a National Diploma in Legal Interpreting/ or equivalent qualification at (NQF level 6) and A minimum of one (1) year practical experience in Court Interpreting. A valid driver's license. Proficiency languages :SiSwati, Xitsonga, Sepedi, Isizulu, English, Afrikaans will serve as an added advantage. Knowledge and Skills: Knowledge of relevant acts and regulations, Knowledge of culture, Knowledge of subject area. Know how to translate and be able to keep to time frame, Computer literacy (MS Office), Effective communication skills (written and verbal), Time management, Good interpersonal relations skills, listening skills, Customer service skills, Problem solving skills, Planning and organising skills, Decision-making skills, Analytical thinking, Excellent English language skills, Problem Solving, Flexible, Motivational, Able to work under pressure, Meticulous, Self-driven and People-centric. 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 : Render interpreting services: Interpret in Children's Act matters, criminal proceedings, Civil proceedings, Domestic Violence Act matters, Older Persons Act matters, Family, Protection from Harassment Act matters, Labour, Maintenance Act matters, Child Justice matters, Inquests, and quasi-judicial matters, interpret in small claims courts, Interpret in disciplinary hearing, Interpret in Conciliation and Arbitration, Interpret in confession, Interpret in pre-trial proceedings and consultations, Liaise with the Supervisor for foreign language interpreters, Interpret from source to target language during Court proceedings, pre-trial, consultation, quasi, judicial, Interpret non-verbal gestures, dramatization and confessions, Engage with the judiciary to confer on the readiness and/or performance of a particular interpreter in court. Render legal and quasi-judicial and language service: Render audible and clear interpreting from source to target language without embellishment or omissions while preserving the language, Convey the correct language in accordance with language usage of the speaker, Control the speaker and ensure that the citations are interpreted correctly, Interpret non-verbal gestures dramatization and confessions. Translate legal documents and exhibits: Study and analyse the source document, Conduct the necessary research and consult with the relevant parties, ensure accurate cite translation documents, Check, edit and revise the translated document, Translate mechanically recorded audio material. Develop terminology and provide support in the reconstruction of records: Accumulate terminology and develop database, Populate the terms and respective meaning in the glossary register, Gather all trial documents, Attend to mechanical recordings and Compare notes of the Presiding Officer, State and Defence.

ENQUIRIES : Technical enquiries: Ms E Smith Tel No: (013) 758 0000
APPLICATIONS : HR enquiries: Mr SJ Zwane/Mr MV Maeko Tel No: (013) 758 0000
NOTE : Applications can be sent via email at 2025/307/OCJ@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals

<u>POST 41/139</u>	:	<u>USHER MESSENGER REF NO: 2025/308/OCJ</u>
<u>SALARY</u>	:	R163 680 - R 192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Kwa Zulu Natal Local Division of The High Court: Durban
	:	ABET or (Equivalent qualification at NQF level 4), No experience required. A driver's License will be an added advantage. Knowledge and Skills: 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 Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible. 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>	:	Render administrative support functions to the Judges and the Court Room: Escort members of the bench to and from court and attends Judges' chambers with counsel, Facilitate order in court rooms before calling the Judges in, Organize the court crew and inform them of the starting times, in line with the daily court roll, Maintain silence and order in the court rooms when Judges enter or leave, Check the correctness of motion court rolls, generation of copies and dissemination according to the distribution list. Maintain Court Rooms' records: Check and arrange the criminal and civil files (to be taken to the court rooms), Report the missing files to the Judges, File/ archive the documents, registers, etc. Facilitate the smooth- running of the court rooms: Assist with the scheduling of court matters (motion opposed), Arrange the representation of cases, Negotiate the Court Rooms allocation with Judges in times of Court. Room shortages. Collect and distribute court files: Sort and check the court files, Keep the court files safe and Circulate Court rolls according to the distribution list.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms K Marias Tel No: (031) 492 5502 HR enquiries: Ms. SZ Mvuyana Tel No: (031) 493 1723
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/308/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals
<u>POST 41/140</u>	:	<u>HANDYMAN REF NO: 2025/309/OCJ</u>
<u>SALARY</u>	:	R163 680 - R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Free State Division of The High Court
	:	ABET or (Grade 10). Relevant experience required. Must be semiskilled with other trades of plumbing, electrical, bricklaying and carpentry or mechanical. Must be willing to do all other trades, be keen to learn and must be physically healthy. A trade certificate in plumbing, electrical, bricklaying, carpentry or mechanical will serve as an added advantage. Skills and Competencies: Knowledge of the Occupational Health and Safety act. Knowledge on how to operate power tools. Knowledge of the MS Office package, with experience in Word Processing, Outlook, Power Point and Excel. Knowledge of office administration. Knowledge of building infrastructures layouts. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of Batho Pele Principles. Communication skills (verbal & written). Problem solving skills. Good public relations skills. Monitoring and analytical skills. Computer Literacy. Planning and organizing skills. Report writing skills. Typing skills. Self-management. Self-motivated. Creative thinking. Teamwork. Ambitious. Time bound, Assertive and flexible. 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 handyman services at the court. Relocate office equipment as and when required. Coordinate removal of damaged office furniture for disposal and repair/replace broken furniture. Safety awareness with use of all

equipment on all tasks. Fitting of globes and fixing of plugs, unblocking of toilets, basins and drains. Fit and fix doors and locks. Ensure that all work done complies with the Occupational Health and Safety Act and that all departmental standards and specifications are observed. Oversee the delivery of office equipment. Execute minor general building maintenance. Report breakages to the supervisor for repairs by the landlord. Repair damaged office equipment. Attend to minor repairs. Sign job cards for services rendered by service providers. Oversee building maintenance rendered by service providers. Attend to minor plumbing, electrical and carpentry work. Facilitate repairs to water leaks. Ensure that electrical systems are working safe. Conduct routine inspection of the building on a weekly, monthly and quarterly basis. Accompany landlord and contractors during repairs/maintenance. Record inspection done on infrastructure and keep all records of all maintenance done at the court.

ENQUIRIES : Technical Related Enquiries; Ms IM Seakge Tel No: (051) 492 4523
APPLICATIONS : Applications can be sent via email at 2025/309/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates of youth in line with the departmental employment equity goals.

POST 41/141 : **HANDYMAN REF NO: 2025/310/OCJ**

SALARY : R163 680 - R192 810 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Division of The High Court: Cape Town
REQUIREMENTS : ABET or (Grade 10), or equivalent qualification. A valid driver's license. 3 Years experience in handy man or general worker, in areas including but not limited to plumbing, electrical, repair and maintenance work. A trade test certificate in plumbing, electrical, bricklaying, carpentry or mechanical will be an added advantage. Skills and Competencies: Knowledge of Occupational Health and safety act. Skills and Competencies: Knowledge on how to operate power tools, Knowledge of the MS Office package, with experience in word processing, Outlook, Power Point and Excel Knowledge of Office Administration, Knowledge of building infrastructures layouts, Knowledge and understanding of the legislative framework governing Public Service, Knowledge of Batho Pele principles, Communication skills (verbal & written), Problem solving skills, Good public relations skills, Monitoring and analytical skills, Computer Literacy skills (MS Teams), Planning and organizing skills, Report writing skills, Typing skills, Customer services orientation, Self-management, Self-motivated, Creative thinking, Teamwork, Ambitious, Time bound, Assertive and Flexible. 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 : Perform minor general building maintenance and repairs. Attend to minor plumbing, electrical, bricklaying, mechanical, carpentry and general handyman duties. Conduct routine inspections of the building on daily, weekly and monthly basis to identify faults. Breakages and general maintenance needs. Report unauthorised movement of equipment, attending to general work as required including driving Judges' vehicles for repairs, servicing, car washes drop off and pick ups from and to the airport and purchasing of goods for the office.

ENQUIRIES : Technical Related Enquiries: Ms N Chwethiso Tel No: (021) 480 2411
 HR Related Enquiries; Mr RAF Wesso at (087) 106 1775

APPLICATIONS : Applications can be sent via email at 2025/310/OCJ@judiciary.org.za
NOTE : The Organization will give preference to candidates in line with the departmental employment equity goals.