## 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.

**Eastern Cape Provincial Service Centre/Gqeberha**: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, 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 Provincial Service Centre: 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.

**Gauteng Provincial Service Centre/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.

**Kwazulu-Natal Provincial Service Centre:** Durban/ Pietermaritzburg: 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.

**Limpopo Provincial Service Centre**: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700. Applications can also be hand delivered to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

**Mpumalanga Provincial Service Centre**: 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

**Northern Cape Provincial Service Centre**: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaaitjie Drive, Room B107, Kimberley.

**North West Provincial Service Centre/Mmabatho**: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mmabatho.

**Western Cape Provincial Service Centre**: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, cape Town

CLOSING DATE NOTE

22 December 2025

All applications must be submitted on a New Z83 form, which can be downloaded on internet at <a href="www.judiciary.org.za">www.judiciary.org.za</a> / <a href="www.dpsa.gov.za/dpsa2g/vacancies.asp">www.judiciary.org.za</a> / <a href="www.judiciary.org.za">www.judiciary.org.za</a> / <a href="www.judiciary.

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. 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. 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 7considered. 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 45/170 DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: 2025/353/OCJ

SALARY: : R896 436 - R1 055 958 per annum (Level 11), all-inclusive package. The

successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office: Midrand

REQUIREMENTS : Applicants should be in possession of a minimum of a three-year National

Diploma in Security and Risk Management/ equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA., Minimum 5 years' experience of which 3 years should be at ASD/Junior Management level in the relevant field. A valid driver's License, Grade A Private Security Industry Regulation Authority (PSIRA) certificate. All shortlisted candidates shall undertake a preentry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and Competencies: Security Policy and Procedures, Risk Management Policy, OHS Act, Knowledge of Vetting Policy, Knowledge of Security Management Processes, Public service regulations, 2016, Public Service Act, MISS, PFMA Act, Republic of South Africa Constitution. Financial management, Presentation skills, Project Management Skills, Planning and Organising Skills, Analytical and Decision-Making Skills, Problem Solving Skills, Decision making skills, Strategic and analytical skills, Report writing

skills.

<u>DUTIES</u> : Manage and oversee the effective and efficient use and deployment of

resources, manage event security for the Judiciary and the OCJ, manage effective close and static security services to the Judiciary, Manage security assessments, investigations and recommend measures for the Judiciary,

Manage the Sub Directorate.

**ENQUIRIES** Technical related enquiries, Mr N Naidoo Tel No: (010) 493 2649

HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771

APPLICATIONS : Applications can be sent via email to: <u>2025/353/OCJ@judiciary.org.za</u>

NOTE : OCJ will give preference to candidates in line with the departmental

**Employment Equity goals** 

POST 45/171 : CHIEF REGISTRAR (X2 POSTS)

SALARY: : R586 956 – R 1 386 972 per annum (MR6). The successful candidates will be

required to sign a performance agreement. Salary will be in accordance with Occupation Specific Dispensation determination (Resolution 1 of 2008). Shortlisted candidates will be required to submit a service certificate/s for

determination of their experience.

CENTRE : Gauteng Division of The High Court: Johannesburg Ref No: 2025/369/OCJ

Gauteng Division of The High Court: Pretoria Ref No: 2025/370/OCJ

REQUIREMENTS: Applicants should be in possession of an LLB Degree or a Four (4) year legal

qualification as recognised by SAQA. A minimum of eight (8) years' appropriate post qualification legal experience and must be gained as a Registrar, A valid driver's license. An LLM Degree will serve as an added advantage. 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. 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. Skills and competencies: Computer literacy; Excellent communication skills (verbal and written). Report writing skills; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organising and Control; Problem solving and decision-making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self-

management.

<u>DUTIES</u> : Mentor and advice on the tracking and management of the progression of all

cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input on amendments of Court rules and Practice Directives to improve efficiency at the High Court; Implement directives issued by the Judge President; Manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case Flow Management Framework at the High Court and reporting; Compile training manuals and provide training to Registrars and support staff. Stakeholder Management, Human Resources Management, Court and Case-flow Management/ Quasi-Judicial Functions; Manage Service Level Agreement Framework and Managing Strategic Court Efficiency Projects and Best Practices; Information and Case/ Court Documentation Management System; Safeguard case records in accordance with prescripts; Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of

customer care and customer satisfaction. Manage PMDS of staff.

ENQUIRIES: HR Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

Technical Enquiries: Ms R Bramdaw Tel No: (010) 494 8486 Johannesburg;

Ms N Shandu Tel No: (010) 494 6796 Pretoria

APPLICATIONS: : Johannesburg: Applications can be sent via email to:

2025/369/OCJ@judiciary.org.za

Pretoria: Applications can be sent via email to:

2025/370/OCJ@judiciary.org.za

NOTE OCJ will give preference to candidates in line with the departmental

**Employment Equity goals** 

POST 45/172 : ASSISTANT DIRECTOR: CONDITIONS OF SERVICES AND

REMUNERATION REF NO: 2025/354/OCJ

SALARY : R468 459 - R551 823 per annum (Level 09). The successful candidate will be

required to sign a performance agreement

**CENTRE** : National Office: Midrand

**REQUIREMENTS**: Applicants should be in possession of a National Diploma/Degree in Human

Resource Management/ Public Management, Personnel Management / Public Administration or equivalent qualification at NQF Level 6, A minimum of three (3) years' experience in Human Resource Management environment of which

1 year should be on supervisory level and Valid driver's license. Introductory to PERSAL Certificate. 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. Skills and Competencies: Knowledge and understanding of the Legislation/ Prescript and framework governing the Public Service i.e., Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act. Skills Development Act. Collective Agreements, Codes of Remuneration and the Public Finance Management Act, knowledge of HRM policies, knowledge of leave absence in the Public Service, GEHS, GEMS, and application of relevant legislative framework such as Public Service Act, 1994, knowledge of HRM related standards, practices, processes and procedure, knowledge of Government Employee Pension Fund, Basic Conditions of employment Act 1997, Batho Pele principle, knowledge of PERSAL System. Computer utilization, analytical thinking, Problem solving skills, Decision making skills, Motivational skills, Planning and analysing skills, Innovative, Leadership, Communication and Management of human resources.

DUTIES

Ensure the administration of conditions of service and benefits for all employees: Ensure the verification and implementation of housing allowance applications received. Facilitate the implementation of the acting allowance and 37% in lieu of benefits for employees appointed on contract. Ensure the processing of relocations and resettlements benefits. Ensure compliance on condition of service and benefits policies and DPSA Directives (PSCBC Resolutions and Frameworks, systems and processes). Facilitate the implementation of long service recognition for employees. Facilitate the implementation of service termination due to resignations, retirements, death and dismissals on PERSAL. facilitate the update of pension management database. Ensure compliance of leave management processes: Ensure the approval of leave transactions on PERSAL. Monitor applications for temporary and permanent incapacity leave and ill health retirement in terms of PILIR processes within the department. Create awareness for management and employees on the implementation of the leave management according to DPSA guidelines, systems and processes) to ensure consistency within OCJ. Promote compliance with management policies and DPSA Directives (PSCBC Resolutions and Frameworks, systems and processes). Provide advice on leave management matters. Facilitate the implementation of new appointments, transfers, promotions, movements and probations: Facilitate the implementation of appointment or transfers of the recommended candidate after selection process on PERSAL. Ensure all appointment / transfer records, in line with the Appointment Check List. Facilitate the implementation of salary structured packages for OSD, MMS and SMS employees. Create awareness for management and employees on appointment processes to ensure timeous appointment on PERSAL. Contribute towards the development of conditions of service and benefits policies in line with legislative frameworks, systems and processes: Conduct research and benchmark in line with best practices. Develop and review the conditions of service and benefits policies in line with Public Service Prescripts and DPSA guidelines. Review all the conditions of service and benefits templates and SOP for approval. Implement conditions of service and benefits policies and Facilitate the dissemination of policies on the OCJ intranet.

**ENQUIRIES**: Technical related enquiries, Mr P Mokoena Tel No: (010) 493 2537

HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771

APPLICATIONS : Applications can be sent via email to: 2025/354/OCJ@judiciary.org.za

NOTE : OCJ will give preference to candidates in line with the departmental

Employment Equity goals.

POST 45/173 : ASSISTANT DIRECTOR: FACILITIES MANAGEMENT (X9 POSTS)

SALARY : R468 459 - R551 823 per annum (Level 09). The successful candidate will be

required to sign a performance agreement

<u>CENTRE</u> : Gauteng Provincial Service Centre: Johannesburg Ref No: 2025/355/OCJ

Mpumalanga Provincial Service Centre: Mbombela Ref No: 2025/356/OCJ Free Sate Provincial Service Centre: Bloemfontein Ref No: 2025/357/OCJ Northern Cape Provincial Service Centre Kimberley Ref No: 2025/358/OCJ Western Cape Provincial Service Centre Cape Town Ref No: 2025/359/OCJ KwaZulu Natal Provincial Service Centre: Durban Ref No: 2025/360/OCJ

## **REQUIREMENTS**

**APPLICATIONS** 

Eastern Cape Provincial Service Centre: East London) Ref No: 2025/361/OCJ North West Provincial Service Centre: Mmabatho Ref No: 2025/362/OCJ Limpopo Provincial Service Centre, Polokwane Ref No: 2025/363/OCJ

Applicants should be in possession of a minimum of a minimum of three-year National Diploma / Degree in the Built Environment, Facilities Management, Facilities Project Management, Property / Real Estate Management at NQF level 6 with 360 credits as recognised by SAQA. A minimum 3 years' experience in relevant field. A valid driver's License. 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. Skills and Competencies: Knowledge of relevant prescripts, application of MISS and MPSS, Administrative Justice Act, Knowledge of Promotion of Access of Information Act, Knowledge of Treasury and PFMA Regulations, Knowledge of Government Immovable Asset Management Plan (GIAMA), Understanding of Occupational Health and Safety Act, no. 85 of 1993, Knowledge of managing fleet assets and related administration; Knowledge of National Archives and Records Services Act and Regulations, Knowledge of document management and filing systems, General Built environment including mechanical, electrical Water Services Act, National Environmental Management Act 107 of 1998 (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act, (PFMA), Financial management, Presentation skills, Project Management Skills, Planning and Organising Skills, Analytical and Decision-Making Skills, Problem Solving Skills, Decision making skills, Strategic and analytical skills,

Report writing skills.

<u>DUTIES</u> : Provide effective facilities and auxiliary services management processes and

systems at service centres, monitor implementation of facilities Contracts and Services, ensure provision of an efficient maintenance of PSC and Court facilities, Monitor the provision of Infrastructure services, Supervise and

develop staff.

**ENQUIRIES** : Technical related enquiries, Mr N Naidoo Tel No: (010) 493 2649

HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771 Applications can be sent via email on the below-email addresses:

Gauteng: 2025/355OCJ@judiciary.org.za

Mpumalanga: 2025/356/OCJ@judiciary.org.za
Free Sate: 2025/357/OCJ@judiciary.org.za
Nothern Cape: 2025/358/OCJ@judiciary.org.za
Western Cape: 2025/359/OCJ@judiciary.org.za
Kwazulu Natal: 2025/360/OCJ@judiciary.org.za
Eastern Cape 2025/361CJ@judiciary.org.za
North West: 2025/3362/OCJ@judiciary.org.za

Limpopo: 2025/363/OCJ@judiciary.org.za

NOTE OCJ will give preference to candidates in line with the departmental

**Employment Equity goals** 

POST 45/174 : ASSISTANT DIRECTOR: SECURITY MANAGEMENT (X3 POSTS)

SALARY : R468 459 - R551 823 per annum (Level 09). The successful candidate will be

required to sign a performance agreement

CENTRE : National Office: Midrand, Ref No: 2025/364/OCJ

Mpumalanga Provincial Service Centre: Mbombela Ref No: 2025/365/OCJ

North West Division Provincial Service Centre Mmabatho Ref No:

2025/366/OCJ

**REQUIREMENTS** Applicants should be in possession of a minimum of a three-year National

Diploma in Security and Risk Management/Policing or equivalent qualification at NQF level 6 with 360 credits as recognized by SAQA. A minimum of three (3) years' experience in the relevant field, A valid driver's license, Grade A Private Security Industry Regulation Authority (PSIRA) certificate. 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. Skills and Competencies: Security Policy and Procedures, Risk Management Policy, OHS Act, Knowledge of Vetting Policy, Knowledge of Security Management Processes, Public service regulations, 2016, Public Service Act, MISS, PFMA Act, Computer literacy, Communication skills, Supervisory skills, Decision-making skills, Planning and execution skills, Problem solving and analytical skills, Presentation skills, Research writing skills, Time management skills, Good interpersonal relations,

Republic of South Africa Constitution.

**DUTIES** : Manage contracted security service provider(s) and ensure compliance with

the Service Level Agreement, Conduct security assessments, planning and investigations and recommend measures for improvement, Ensure Compliance to Occupational Health and Safety Act, Manage matters related to integrity management and investigate security breaches., Provide security advisory to management and maintain security value adding consultancy,

Supervise and develop staff.

**ENQUIRIES**: Technical related enquiries, Mr N Naidoo, Tel No: (010 493 2649

HR Related Enquiries: Ms S Tshidino Tel No: (010) 493 8771

<u>APPLICATIONS</u>: Applications can be sent via email on the below-email addresses:

National Office: 2025/364OCJ@judiciary.org.za Mpumalanga: 2025/365/OCJ@judiciary.org.za North West: 2025/366/OCJ@judiciary.org.za

NOTE OCJ will give preference to candidates in line with the departmental

Employment Equity goals.

POST 45/175 : OFFICE MANAGER (OFFICE OF THE JUDGE PRESIDENT) REF NO:

2025/367/OCJ

SALARY : R468 459 - R551 823 per annum (Level 09). The successful candidate will be

required to sign a performance agreement

<u>CENTRE</u> : Gauteng Division of High Court, Johannesburg

**REQUIREMENTS** : Applicants should be in possession of a minimum of a three-year National

Diploma/ Bachelor's Degree in Office Management or relevant equivalent qualification at NQF Level 6 with 360 credits as recognized by SAQA. A minimum of 3 years' relevant experience in an Office Administration environment. A valid driver's license. 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. Skills & Competencies, Job Knowledge of office management responsibilities, systems and procedures. Excellent Communication skills. Proficiency in English (verbal and written). Interpretation of law. Legal writing/drafting/legislative drafting skills. Knowledge of Electronic Information Resource and online retrieval. Strong Leadership and Management Capabilities. Ability to work long hours and under pressure. Computer literacy

(MS Word, PowerPoint, Excel and Outlook).

<u>DUTIES</u>: Manage office of the Judge President at the Gauteng Local Division of the High

Court (Johannesburg). Support the Judge President in communication with all Stakeholders. Management, supervise and develop Judge's Secretaries and support staff. Manage logistical arrangements for integrated meetings and operations. Oversee the Administration and follow up on the Judge President instructions to ensure prompt execution by relevant branches. Liaise with all Stakeholders in the Department, Heads of Court, Senior Managers, Judges, National Office, Legal Professional bodies and other Stakeholders, with regard to matters emanating from the Office of the Judge President. Maintain a clear communication channel to both Internal and External Stakeholders with the office of the Judge President and that of the Deputy Judge President. Prepare presentations and briefing notes for the Judge President and disseminate the necessary notices and information to all branch heads, within the Division. Compile, analyse and report progress on a monthly and quarterly basis, memoranda regarding all matters related to the Judge President, including but not limited to the collation of reserved judgements statistics for the Division. Ensure the appropriate capacitation of the Office of the Judge President, in relation the handling of the Acting Judge portfolio, including but not limited to the coordination of their acting Judge appointment forms and certificates, handing down of their Judgements, the hearing of their applications for leave to appeal, etc. Ensure the correct applications of Regulations, Resolutions, Policies or any other Legal source of directive related to the special fields.

**ENQUIRIES**: Technical enquiries: Ms R Bramdaw Tel No: (010) 494 8486

HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

APPLICATIONS : Applications can be sent via email to: 2025/367/OCJ@judiciary.org.za

NOTE : OCJ will give preference to candidates in line with the departmental

Employment Equity goals.

POST 45/176 : <u>TYPIST REF NO: 2025/368/OCJ</u>

SALARY : R193 359 – R227 766 per annum (Level 04). The successful candidate will be

required to sign a performance agreement.

<u>CENTRE</u> : Eastern Cape Division of The High Court: Gqeberha

REQUIREMENTS : Applicants should be in possession of a minimum of a Grade 12 certificate or

equivalent qualification. A minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. 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. Skills and Competencies: Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem-solving skills. Accuracy and attention to detail. Ability to work under pressure. Good time keeping. Telephone etiquette. 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** : Typing of appeals, reviews, reports, minutes, circulars, notice of set downs,

witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filling, opening files and making appointments. Dealing with public queries and other administrative

duties.

**ENQUIRIES**: Technical Related: Ms P Nyhiba Tel No: (041) 502 6626

HR Related Enquiries: Mr Ś Mponzo Tel No: (043) 726 5217

<u>APPLICATIONS</u>: Applications can be sent via email to: <u>2025/368/OCJ@judiciary.org.za</u>

NOTE : OCJ will give preference to candidates in line with the departmental

Employment Equity goals