

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 05/285** : **ASSISTANT DIRECTOR: JUDICIAL SUPPORT REF NO: 2025/401/OCJ**
- SALARY** : R468 459 – R551 823 per annum (Level 09), (The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court of Appeal: Bloemfontein
- REQUIREMENTS** : Applicants should be in possession of a National Diploma in Office Management/Business Administration/Relevant qualification at (NQF level 6). A minimum of three (3) years' relevant experience in an administrative office management environment. Knowledge of relevant legislation, policies and prescripts. Knowledge of online court systems. Knowledge of information resources and online retrieval of information. 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: Good communication skills (verbal and written). Facilitation skills. Report writing skills. Presentation skills. Problem solving and decision-making skills. Interpersonal relations. Organisational skills and the ability to multitask. Professional telephone manner. People management and empowerment. Strategic capability and leadership skills. Ability to work under pressure. Assertiveness. Meticulousness.
- DUTIES** : Provide judiciary administrative support services. Manage the administration in the office of the judge. Arrange and diarize meetings and appointments involving the judge. Coordinate all engagements related to the office of the judge. Ensure attendance on all queries addressed to the office of the judge. Attend to general correspondence in the office of the judge, including but not limited to drafting and compiling all memos, letters, reports and presentations, by the judge. Coordinate and administer leave management of the office of the judge. Ensure effective management of the judicial matters and resources within the office of the judge. Attend to correspondence in relation to reserved judgments as well as complaints arising from reserved judgments. Coordinate arrangements for the reconstruction of delayed appeals records. Facilitate the monthly reserved judgments statistics and updating the reserved judgments register. Administer the budget of the office of the judge. Collect and coordinate inputs from all role players including all necessary documentation to inform the budgetary processes. Source and certify the correctness of invoices and statements regarding expenditure in the judge's office. Provide logistical support services for the judge. Coordinate all logistics for meetings and other engagements of the judge, including the submission of reports and presentations as well as the implementation of resolutions emanating from such meetings. Ensure necessary secretariat support in all meetings chaired by the judge. Manage travel arrangements and complete documentation for approval. Provide a record management function, including collection, distribution, retrieval and filling of records.
- ENQUIRIES** : Technical Related Enquiries: Mr V.Z.J Zwane Tel No: (051) 492 4696
HR Related Enquiries Ms N. De La Rey/Ms D. Peters Tel No: (051) 492 4585/73
- APPLICATIONS** : Applications can be sent via email at 2025/401/OCJ@judiciary.org.za
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 05/286** : **JUDGE SECRETARY REF NO: 2025/402/OCJ**
- SALARY** : R325 101 - R 382 959 per annum (Level 07). The successful candidate will be