

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 06/55** : **CHIEF REGISTRAR REF NO: 2025/405/OCJ**
- 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** : Eastern Cape Division of The High Court: Mthatha
- 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 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. 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** : 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 : Technical /HR enquiries: Mr S Mponzo Tel No: (043) 726 5217
APPLICATIONS : Applications can be sent via email at 2025/405/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 06/56 : **OFFICE MANAGER IN THE OFFICE OF THE JUDGE PRESIDENT REF NO: 2025/404/OCJ**

SALARY : R468 459 - R551 823 per annum (Level 09), (The successful candidate will be required to sign a performance agreement.

CENTRE : Free State Division of The High Court
REQUIREMENTS : Applicants should be in possession of a three-year National Diploma/Degree in Office Administration/Management or relevant qualification at NQF level 6 (360 credits) as recognised by SAQA. A minimum of three (3) years' relevant experience in an office administration environment. A valid driver's license. An LLB degree will be an added advantage. Managerial/supervisory experience in the legal field will be an added advantage. Skills and Competencies: Knowledge of office management responsibilities, systems and procedures. Excellent communication skills (verbal and written). Ability to interpret the law. Legal writing/drafting /legislative drafting skills. Knowledge of electronic information resources and online retrieval. Strong leadership and management capabilities. Computer literacy (MS Office). Report writing skills. Presentation skills. Problem solving and decision-making skills. Interpersonal relations. Organisational skills and the ability to multitask. Ability to work long hours and under pressure. Meticulousness.

DUTIES : Manage the office of the judge president. Support the judge president in communication with all stakeholders. Management and supervision of judges' support staff and operations. Oversee the administration within the Office of the Judge President and follow up on the judge president's instructions to ensure prompt execution by relevant operational units at the court. 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 and channel communication to both internal and external stakeholders. Prepare presentations and briefing notes for the judge president and disseminate complex information to all relevant stakeholders. Compile, analyse and report progress on a monthly/quarterly basis. Compile all letters, reports, memoranda and presentations. Ensure tracking of timeframes to enable compliance with various deadlines. Manage all the logistical arrangements for the judge president's meetings. Coordinate the submission of meeting reports and circulate thereafter. Provide secretariat support in meetings chaired by the judge president. Ensure the correct application of regulations, resolutions, policies or any other legal source. Execute any duties assigned by the Judge President or a Judge designated by the Judge president.

ENQUIRIES : Technical related enquiries: Mr. L.J Kolosa Tel No: (051) 492 4523
HR related enquiries: Ms N. de la Rey Tel No: (051) 492 4523

APPLICATIONS : Applications can be sent via email at 2025/404/OCJ@judiciary.org.za
NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 06/57 : **STATISTICAL OFFICER REF NO: 2025/406/OCJ**

SALARY : R397 116 – R467 790 per annum (Level 08), (The successful candidate will be required to sign a performance agreement.

CENTRE : KwaZulu- Natal Division of The High Court: Durban
REQUIREMENTS : Applicants should be in possession of a National Diploma in Statistics/ Mathematics/ Economics/ Econometrics/ equivalent qualification at (NQF level 6) with 360 credits as recognised by SAQA. A minimum of two years working experience in a statistical environment. Shortlisted candidates will be required to take a pre, entry technical test. A driver's license and experience in a court environment will be added, advantage, Skills and Knowledge: Knowledge and