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#### 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

: **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.

**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 X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town.

**Eastern Cape/Mthatha:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

**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 NOTE

: 27 March 2026  
 : All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course,

endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 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 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**

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| <b><u>POST 09/126</u></b>         | : | <b><u>DEPUTY DIRECTOR: ETHICS AND INTERGRITY MANAGEMENT REF NO: 2025/422/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>SALARY</u></b>              | : | R896 436 – R1 055 958 per annum (Level 11), (all-inclusive package), consisting of 70%/ 75% basic salary and 30%/25% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | National Office: Midrand<br>Applicants should be in possession of a three (3) year National Diploma in Public Management /Public Administration or equivalent relevant qualification at NQF level 6 as recognised by SAQA. A minimum of five (5) years experience in Ethics, Integrity and Management of which three (03) years must be at Junior Management/ Assistant Director level. Certified as an Ethics Officer and a valid driver's license will serve as a requirement., practice and processes in the public service. Knowledge of various DPSA directives and circulars. Knowledge of Public Service Act, Knowledge of Public 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. Knowledge and skills: Knowledge of the Constitution of South Africa; Good knowledge of organisational design principles, framework, policies, system, Regulations, PFMA, Treasury Regulations. Prevention and Combating of Corrupt Activities Act, Understanding of Public Service Regulatory Framework, Legislations, National Anti-Corruption Strategy and forensic investigation. Understanding of government programmes and priorities. Batho Pele Principles. Problem solving Skills; Project Management skills; Communication skills (written and oral), financial management skills; strategic skills; analytical skills; Report writing skills; Presentation skills; Planning and organising skills; Computer Literacy (Word, PowerPoint & Excel). |
| <b><u>DUTIES</u></b>              | : | Develop and monitor the implementation of ethics and integrity, fraud prevention and anti-corruption framework, policies and strategies: Conduct a relevant stakeholder engagement on ethics management, fraud prevention and anti-corruption strategy. Maintain ethics and integrity, fraud prevention and anti-corruption, framework, policies, strategy and implementation plan. Manage the administration of financial disclosures in the department, including lifestyle audit review: Monitor the submission of the financial disclosure by the designated employees (SMS members and other categories of designated employees). Monitor the verification of the disclosure forms submitted by the other categories of designated employees. Conduct the lifestyle audit on the disclosure forms submitted by the SMS members. Ensure the implementation of the ethics management program: Monitor the implementation of other remunerative work (ORW) system. Develop and conduct awareness program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

on ethics and integrity, Provide strategic advice on the management of conflict of interest (external and internal). Promote ethics and integrity within the OCJ: Ensure the identification of systematic and recurring risks. Analyse ethics and corruption risks that prevents and deters unethical conduct and acts of corruption. Develop and implement education and awareness program for the prohibition on employees conducting business with the state. Manage the Sub-Directorate: Management of performance and development. Undertake Human Resource and other related administrative functions. Establish, implement, and maintain efficient and effective communication arrangements.

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| <b><u>ENQUIRIES</u></b>    | : | Technical Related Enquiries: Ms Bam Tel No: (010) 493 2629<br>HR Related Enquiries: Mr K Mphela No: (010) 493 2527/2619                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email at 2025/422/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>NOTE</u></b>         | : | The Organization will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 09/127</u></b>  | : | <b><u>JUDGE SECRETARY REF NO: 2025/425/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R325 101 - R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | Eastern Cape Division of The High Court: Mthatha                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | Applicants should be in possession of an LLB Degree or a minimum of 20 modules completed towards an LLB, BA Law or BCom Law Degree. Results must accompany the application. A minimum of one (1) year secretarial experience or as an Office Assistant. A valid driver's licence 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. Knowledge and skills: Proficiency in English. Good communication skills (verbal and written). Administration and organisational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer care service skills and excellent typing skills. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>DUTIES</u></b>       | : | 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 (Judgment 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 Judges for approval and signature. 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 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 file and or on Case lines 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 |

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|                            |   | submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                            | : | HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email at 2025/425/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | The Organization will give preference to candidates in line with Employment Equity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 09/128</u></b>  | : | <b><u>REGISTRAR REF NO: 2025/423/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY</u></b>       | : | R324 579 - R1 111 323 per annum (MR3-MR5), (Salary to be determined in accordance with experience as per OSD salary determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Northern Cape Division of The High Court: Kimberly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. <b>MR3:</b> LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. <b>MR4:</b> LLB Degree or equivalent plus minimum of 8 years post qualification experience in legal profession. <b>MR5:</b> LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession. Superior court or litigation experience will be 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. Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and controlling, Problem solving and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, Strong work ethics, Professionalism, Ability to work under pressure and meeting of deadlines, Results driven, Honesty/Trustworthy and Observance of confidentiality. |
| <b><u>DUTIES</u></b>       | : | Manage and execute quasi-judicial functions. Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes. Initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation.                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>ENQUIRIES</u></b>    | : | Technical Related Enquiries: Adv. D Plaatjies Tel No: (053) 492 3522                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                            | : | HR Related Enquiries: Ms L Wymers Tel No: (053) 492 3533                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email at 2025/423/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | The Organization will give preference to candidates in line with the Employment Equity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 09/129</u></b>  | : | <b><u>REGISTRAR REF NO: 2025/424/OCJ</u></b><br>Twelve (12 Months Contract)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY</u></b>       | : | R324 579 - R1 111 323 per annum (MR3-MR5), (Salary to be determined in accordance with experience as per OSD salary determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>CENTRE</u></b>       | : | Northern Cape Division of The High Court: Kimberly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Applicants should be in possession of an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. <b>MR3:</b> LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. <b>MR4:</b> LLB Degree or equivalent plus minimum of 8 years post qualification experience in legal profession. <b>MR5:</b> LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession. Superior court or litigation experience will be an added advantage. All shortlisted candidates shall undertake a pre-entry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                            |   | 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: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and control, Problem solving and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, Strong work ethics, Professionalism, Ability to work under pressure and meeting of deadlines, Results driven, Honesty/Trustworthy and Observance of confidentiality.                                                                                                                                                                                                                                                                                            |
| <b><u>DUTIES</u></b>       | : | Manage and execute quasi-judicial functions. Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes. Initiating Court Proceedings. Co-ordinate, interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality checks on Criminal Record Book. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrars' Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and Legislation. |
| <b><u>ENQUIRIES</u></b>    | : | Technical Related Enquiries: Adv. D Plaatjies Tel No: (053) 492 3522<br>HR Related Enquiries: Ms L Wymers Tel No: (053) 492 3533                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email at 2025/424/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | The Organization will give preference to candidates in line with the Employment Equity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 09/130</u></b>  | : | <b><u>ADMINISTRATION CLERK: DCRS REF NO: 2026/428/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R228 321 – R268 950 per annum (Level 05). The successful candidate will be required to sign a performance agreement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>CENTRE</u></b>       | : | Western Cape Division of The High Court: Cape Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>REQUIREMENTS</u></b> | : | Applicants should be in possession of a Grade 12 certificate. A minimum of one (1) year experience in court recording, exposure to Court related functions and a valid driver's license 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. Skills and competencies: Computer literacy (MS Office). Good communication (verbal and written) Good interpersonal skills Good problem-solving skills.                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>       | : | Perform digital recording of court proceedings and ensure the integrity of such recordings. Provide administrative support at circuit courts. Collection of statistics. Provide administrative support in general for court performance and case flow management. Provide any other administrative support in relation to caseflow, HR, Finance and Supply Chain as required by the Judiciary, Court Manager, Chief Registrar and Supervisor. Accuracy and attention to detail. Ability to work under pressure. Customer service. Document management. Operating a DCRS/CRT machine.                                                                                                                                                                                                                                                                                                                               |
| <b><u>ENQUIRIES</u></b>    | : | Technical Related Enquiries: Ms. N Hanekom Tel No: (021) 480 2635<br>HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | Applications can be sent via email to 2025/428/OCJ@judiciary.org.za                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>NOTE</u></b>         | : | The Organization will give preference to candidates in line with the Employment Equity goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>POST 09/131</u></b>  | : | <b><u>USHER MESSENGER SUPERVISOR REF NO: 2025/429/OCJ</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>SALARY</u></b>       | : | R228 321 – R268 9500 per annum (Level 05). The successful candidate will be required to sign a performance agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>CENTRE</u></b>       | : | Western Cape Division High Court, Cape Town                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>REQUIREMENTS</u></b> | : | Applicants should be in possession of a Grade 12 certificate. A minimum of three (3) years' experience as an Usher Messenger. A valid driver's license will serve as 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. Knowledge and Skills: Knowledge of relevant legislations, Planning and organizing skills, supervisory skills, communication skills, good interpersonal skills, decision making skills, listening skills, computer skills, attention to detail and ability to work under pressure.                                                                                                                                                                                                                                      |

**DUTIES**

- : Allocate Usher messengers to the Judiciary for provision in the courtroom and for the Judge' Chambers. Draft the final court roll per day for all civil trials & opposed matters, appeals & criminal matters, including postponed matters. Provide administration support functions to the Judges and staff in the unit. Ensure usher messengers follow security and confidentiality procedures when handling official documents. Compile monthly statistics to evaluate productivity of usher messengers. Conduct in-house training of officials. Coordinate tasks allocated to assist the office of the Judge President and Deputy Judge President. Facilitate collection and delivery of post to and from the post office. Co-ordinate and distribute court rolls on the noticeboards to the relevant judiciary. Provide support with the scheduling of court matters. Negotiate the court rooms allocation with Judges in times of shortages. Allocate courtrooms based upon the type of case, needs of the case and the Judicial Office. Ensure that the relevant signs are placed relating to accused person seating arrangements in criminal matters. Determine the needs from Judges relating to courtrooms. Ensure IT is informed of MS Teams or Court online case set up requirements for specific courts. Provide support with re-arrangement of courtrooms for special functions such as memorials. Provide support to legal practitioners with oversize exhibits for use in courtroom. Attend to media outlet set up in courts once approved by the Judge/Court Manager. Distribute the files between Judges & the administration offices. Collect motion files from the typist to the Judges and deliver to the usher/ court and Judges chambers. Sort, check and monitor safekeeping of the court files. Circulate Court rolls according to the distribution list. Ensure that files are taken by the usher to typists when matter is finalized. Supervise the collection and distribution of court files. Ensure that ushers return to court after adjournments and remain in court. Ensure general supervision of employees. Allocation of duties and quality control on the work delivered by officials. Manage leave of staff. Advise and lead supervisees. Manage performance, conduct and discipline of employees. Ensure that all employees develop. Implement and monitor work systems and processes to ensure efficient functioning. Assist in other administration sections during term and recess as requested by Chief Registrar and Court Manager.

**ENQUIRIES**

- : Technical Related Enquiries: Ms N Hanekom Tel No: (021)480 2635  
HR Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032

**APPLICATIONS**

- : Applications can be sent via email to: 2025/429/OCJ@judiciary.org.za

**NOTE**

- : OCJ will give preference to candidates in line with the departmental Employment Equity goals.

**POST 09/132**

- : **USHER MESSENGER REF NO: 2025/430/OCJ**

**SALARY**

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

**CENTRE**

- : KwaZulu Natal Local Division of The High Court: Durban

**REQUIREMENTS**

- : Applicants should be in possession of a Grade 10 (ABET level 3). No experience required. A valid driver's license will be 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. Knowledge and Skills: Communication skills (verbal and written), problem solving skills, Good public relation skills, monitoring and analytical skills, Computer Literacy skills, planning and organizing skills, client orientation and customer focus.

**DUTIES**

- : 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. Collect and distribute court files. Sort and check the court files. Keep the court files safe. Circulate Court rolls according to the distribution list.

**ENQUIRIES**

- : Technical related enquiries: Mrs T Mahomed-Hanif Tel No: (031) 493 1691

**APPLICATIONS**  
**NOTE**

- : HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
- : Applications can be sent via email to: 2025/430/OCJ@judiciary.org.za
- : OCJ will give preference to candidates in line with the departmental Employment Equity goals.