

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

**APPLICATIONS**

: **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Free State Provincial Service Centre: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

CLOSING DATE
NOTE

: 05 May 2026

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za/ / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. 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 considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will

be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

<u>POST 13/155</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/03/OCJ</u>
<u>SALARY</u>	:	R468 459 - R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a minimum of National Diploma in Building Management / Construction Management / Project Management / Property / Real Estate Management (NQF level 6). A minimum of 3 years' experience in Facilities and Auxiliary services, at least one (1) year supervisory experience at salary level 7 or 8 / junior management level. 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. Knowledge and skills: Occupational Health and Safety Act and other Building Regulations. General built environment including mechanical, electrical Water Services Act. National Environmental Management Act 107 of 1998 (NEMA). Horticultural processes and Cleaning Industry. Public Finance Management Act, (PFMA). Supply Chain Management framework, directives and procedures. Government Budget processes and procedures, report writing, project management and implementation. Analytical skills. Communication skills (written and verbal). Computer literacy skills. Research and planning skills. Report writing skills. Interpersonal relations. Problem Solving and Supervisory skills.
<u>DUTIES</u>	:	Ensure implementation of facilities and infrastructure projects at OCJ service centres. Conduct accommodation needs audit with service centres. Consolidate User Assets Management Plan (UAMP) for OCJ. Manage Office space planning and parking allocation. Ensure day-to-day maintenance function for OCJ service centres. Develop maintenance plan for OCJ. Coordinate and monitor maintenance services. Monitor and report on the status and progress of maintenance and update Action Log. Execute operations related to facilities within OCJ. Ensure management of contracts within OCJ. Provide support in management of expenditure within sub-directorate. Implement and ensure compliance to facilities policies and Standard Operating Procedures (SOP). Coordinate the facilities and auxiliary services for the OCJ. Compile specifications and handle inspections in the cleaning field. Manage and control equipment and material register. Coordinate outsourced services within the OCJ. Manage resources. Ensure general supervision and development of employees including training. Allocate duties and perform quality control on the work delivered by officials. Mentor and coach staff.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr M Masilo Tel No: (010) 493 2518 HR Related Enquiries: Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2026/03/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.
<u>POST 13/156</u>	:	<u>SUPPLY CHAIN PRACTITIONER REF NO: 2026/04/OCJ</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

<u>CENTRE</u>	:	Free State Provincial Service Centre
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Supply Chain Management/ Economics/ Finance/ Financial Management/ Procurement/ Logistics/ Public Administration or relevant qualification at NQF level 6. A minimum of one (1) year experience in Supply Chain Management environment. 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. Knowledge and skills: Knowledge and understanding of administrative and procurement procedure. Knowledge of the Public Financial Management Act. Knowledge of Supply Chain Management frameworks, policies and procedures. Knowledge of budgeting and financial management. Knowledge of procurement policies and relevant legislation prior to awarding contracts. Public Service Act 1994. Knowledge of PPPFA regulations, Public Service Regulations 2016 and National Treasury Regulations. Good understanding of departmental prescripts, frameworks (e.g. departmental codes: COIDA and BBBEE) and Batho Pele Principles. Computer literacy (MS Office), Strategic and conceptual orientation. Planning, organising and problem-solving skills. Financial management and interpersonal skills. Decision making and time management. Communication skills and report writing skills.
<u>DUTIES</u>	:	Provide demand and acquisition services. Capture specification on the electronic purchasing system. Approve the requisitions on the relevant system. Ensure the payment of suppliers within 30 days. Ensure the implementation of logistical support services. Ensure that suppliers are authorised on the system. Ensure that goods are captured in registers and databases. Ensure the compilation and maintenance of assets records. Verify the issuing of equipment and accessories to components and individuals in need. Ensure the verification of the asset register. Ensure the rendering of store services. Ensure access control to the storeroom. Conduct stock taking and compile stocktaking report. Supervise staff within Supply Chain Management. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mr. TJ Diphoko Tel No: (051) 492 4523 HR Related Enquiries: Ms D Peters Tel No: (051) 492 4523
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2026/04/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with Employment Equity goals.