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**The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a National Department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person/s are required to capacitate the Office:**

**NOTE:** 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 and Persons with Disabilities. 

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). 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. Each application form must be fully completed, duly signed and initialled 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 foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (when shortlisted). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted). Applications that do not comply with the above mentioned requirements will not be 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. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (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 committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate 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 appointments.

#### 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. or via email at [applicationsNO@judiciary.org.za](mailto:applicationsNO@judiciary.org.za)

**Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London or via email at [applicationsEC@judiciary.org.za](mailto:applicationsEC@judiciary.org.za)

**Gauteng Division of the High Court: Pretoria/Johannesburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg or via email at [applicationsGAU@judiciary.org.za](mailto:applicationsGAU@judiciary.org.za)

**Northern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 Applications can also be hand delivered to the High Court, Sol Plaatjie Drive, Room B107, Kimberley or via email at [applicationsNC@judiciary.org.za](mailto:applicationsNC@judiciary.org.za)

**Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town or via email at: [applicationsWC@judiciary.org.za](mailto:applicationsWC@judiciary.org.za)

**Free State/ Supreme Court of Appeal: Bloemfontein:** 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 or via email at [applicationsFS@judiciary.org.za](mailto:applicationsFS@judiciary.org.za)

#### CLOSING DATE: 30 AUGUST 2024

#### ERRATUM:

Kindly note that the Job title for the three (3) posts of Registrar: Mpumalanga Division of the High Court, Ref No: 2024/84/OCJ, Northern Cape Division of the High Court: Kimberley, Ref No: 2024/85/OCJ, Gauteng Division of the High Court: Johannesburg, Ref No: 2024/86/OC. advertised on DPSA Circular 28 with a closing date of 19 August 2024 are Chief Registrars.

The following duties of the post of Chief Registrar: Northern Cape Division of the High Court: Kimberly, Ref No: 2024/88/OCJ have been removed from the advertisement: "Make inputs on amendments of Court rules and practice directives to improve efficiency at the Supreme Court of Appeal. Implement directives issued by the President of the Supreme Court of Appeal".

The job title of the three (3) posts of Law Researcher, Free State Division of the High Court, Ref No: 2024/87/OCJ, Northern Cape Division of the High Court: Kimberley, Ref No: 2024/88/OCJ, Eastern Division of the High Court Makhanda, Ref No: 2024/89/OCJ are Senior Law Researchers.

The job title of the post of Assistant Director Security, Ref No: 2024/90/OCJ is Assistant Director: Security and Risk Management and the Centre of the post of Administration Clerk, Ref No: 2024/99/OCJ is Labour and Labour Appeals Court: Cape Town.

The post of Administration Clerk, Ref No: 2024/106/OCJ, Eastern Cape Division of the High Court: Makhanda has been withdrawn.

**POST**            **SENIOR LAW RESEARCHER REF NO: 2024/139/OCJ** (Re-advertisement, candidates who previously applied are encouraged to re-apply)

**SALARY:**        R552 081 - R650 322 per annum (Level 10). The successful candidate will be required to sign a performance agreement.

**CENTRE**        **Free State Division of the High Court**

#### REQUIREMENTS:

Grade 12 certificate and an LLB or four (4) year legal qualification as recognised by SAQA. A minimum of two (2) years' relevant legal experience. A minimum of three (3) years' legal research experience. A minimum of three (3) years' supervisory experience. Knowledge of electronic information resources and the ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastats). A LLM degree will serve as an added advantage. Skills and Competencies: Excellent research



and analytical skills. Report writing and editing skills. Excellent communication skills (written and verbal). Understanding of the Constitution and relevant legislation. Computer literacy (MS Office). Problem analysis and solving skills. Planning and organizing. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Time management skills. Ability to work under pressure. Ability to work independently. Supervisory skills.

#### **DUTIES:**

Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges and other personnel of the court. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Supervise the law researchers and manage all HR related functions within the unit. Assist with the communication, organization and full secretariat functions for the Judge President Case Flow Management meetings.

**ENQUIRIES:** Technical Related Enquiries: Ms Z. Gxabuza Tel No: (051) 492 4588

HR Related Enquiries: Ms N. de la Rey Tel No: (051) 492 4585

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

**POST ASSISTANT DIRECTOR SECURITY, REF NO: 2024/107/OCJ**

**SALARY** R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement

**CENTRE Eastern Cape Provincial Service Centre**

#### **REQUIREMENTS**

Matric certificate and a three-year National Diploma/Degree/B-Tech in Security Management/ Security Risk Management (NQF level 6) or an equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. Minimum of three years' supervisory experience in security environment. Grade B PSIRA registered certificate. Completion of Security Management Course offered by Sate Security Agency (SSA) would be an added advantage. Valid drivers' license - Code EB. . Sound knowledge of MISS, MPSS, National Key Points Act, Criminal Procedure Act, Control of Access to Public Premises and Vehicles Act, Labour Relations Act, PSIRA, OHS, Public Service Regulations, PFMA, Treasury Regulations, SASREA and other security related legislations. Ability to work with other stakeholders including SAPS, SSA and clients. Computer literate (MS Word, Excel, Power point and outlook). Ability to work under pressure and travel extensively. Technical skills in physical and electronic access control equipment like CCTV, biometric and intruder detection systems etc. 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:**

Coordinate and manage implementation of physical security measures for the Office of the Chief Justice (OCJ) in the province in line with the Minimum Physical Security Standards (MPSS). Conduct Threat & Risk Assessments. Contract Management: management of Security Service Providers contracted to OCJ. Roll out of security awareness programmes. Investigate security breaches and compile investigation reports. Coordinate provision of security measures for the Judiciary. Enforcement of compliance with Occupational Health & Safety Act (OHSA). Develop and oversee implementation of the Contingency Plan. Coordinate security planning for special events hosted by the Department, the events which include planning for high profile cases enrolled at Superior Courts. Security Stakeholders engagement. Develop Standard Operational Procedures (SOP's) that give effect to the implementation of departmental security policy and related security directives. Security Administration: Compile and consolidate monthly and quarterly reports submitted by various courts in the province. fleet management.

**ENQUIRIES:** Technical /HR Related Enquiries Mr. Mponzo Tel No: (047) 726 5217

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



**POST JUDGE'S SECRETARIES (X26 POSTS) (3-YEAR CONTRACT)**

**SALARY** R308 154 – R362 413 per annum (Level 07), plus 37% in lieu of benefits.  
The successful candidate will be required to sign a performance agreement.

**CENTRE:**

**Gauteng Division of the High Court: Pretoria (X11 Posts)**

Ref No: 2024/108/OCJ  
Ref No: 2024/109/OCJ  
Ref No: 2024/110/OCJ  
Ref No: 2024/111/OCJ  
Ref No: 2024/112/OCJ  
Ref No: 2024/113/OCJ  
Ref No: 2024/115/OCJ  
Ref No: 2024/116/OCJ  
Ref No: 2024/117/OCJ  
Ref No: 2024/118/OCJ  
Ref No: 2024/119/OCJ

**Gauteng Division of the High Court: Johannesburg (X15 Posts)**

Ref No: 2024/120/OCJ  
Ref No: 2024/121/OCJ  
Ref No: 2024/122/OCJ  
Ref No: 2024/123/OCJ  
Ref No: 2024/124/OCJ  
Ref No: 2024/125/OCJ  
Ref No: 2024/126/OCJ  
Ref No: 2024/127/OCJ  
Ref No: 2024/128/OCJ  
Ref No: 2024/129/OCJ  
Ref No: 2024/130/OCJ  
Ref No: 2024/131/OCJ  
Ref No: 2024/132/OCJ  
Ref No: 2024/133/OCJ  
Ref No: 2024/134/OCJ

**REQUIREMENTS**

Matric Certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA/BCOM Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing test. All shortlisted candidates shall undertake a preentry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES**

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 (Judgement 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 prepare court rolls for Opposed Motion and Urgent Court and distribute to stakeholders. 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 stakeholders involved are present in court before commencement of proceedings. 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 on Caselines 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 pre-authorization for the Judge's vehicle. To remind the Judge of the 11 invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leaves in the Judges library are attended to. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities.

**ENQUIRIES:** Technical Ms M Campel Tel No: (010) 492 6799, Ms S Kajee Tel No: (010) 494 8589 /HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

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

**POST SENIOR COURT INTERPRETER, REF NO: 2024/135/OCJ** (Re-advertisement, candidates who previously applied are encouraged to apply)

**SALARY** R308 154 – R362 994 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE EASTERN CAPE DIVISION OF THE HIGH COURT: GQEBERHA**

#### **REQUIREMENTS:**

A minimum of three (3) years' practical experience in court interpreting or Grade twelve (12) years and ten (10) years' practical experience in court interpreting. Proficiency in English and two indigenous languages mainly in IsiXhosa and Afrikaans. Other indigenous languages will be an added advantage. Candidates will be required to undergo oral and written language proficiency testing. A valid driver's licence will be an added advantage. Excellent communication skills (written and verbal), Computer literacy (MS Office), Good interpersonal skills, Ability to work under pressure and solve problems, Accuracy and attention to detail, Customer service. **DUTIES** Render interpreting services in criminal court, civil court, labour and quasi-judicial proceedings. Rendering interpreting services during consultations Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words. Perform specific line and administrative support functions to the Judiciary, Court Manager and Supervisor as and when it is required.

**ENQUIRIES** Technical Related Enquiries: Ms P Nyhiba Tel No: (041) 502 6626  
HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

**POST SECRETARY, REF NO: 2024/136/OCJ**

**SALARY** R216 417 - R254 928- per annum (Level 05). The successful candidate will be required to sign a performance agreement.

**CENTRE: Northern Cape Division of the High Court: Kimberly**

#### **REQUIREMENTS:**

Matric certificate. Knowledge and experience of procedures and processes applied in Office Management; Understanding of Confidentiality; Typing as a subject or a Secretarial Certificate or any other relevant training or qualification. A valid driver's license will be an added advantage. Shortlisted candidates may be subjected to a practical test in order to demonstrate their typing and computer skills. Skills and Competencies: Good communication skills (written and verbal), proficiency in Microsoft Office (Word, Excel, PowerPoint outlook, Internet) Ability to conduct basic research, basic problem-solving skills, good judgement and decision-making skills, Assertiveness and confidence to interact at all levels, Ability to work under pressure, administrative and organisational skills, sound interpersonal relations, accuracy and attention to details. 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**

Administer an online and physical diary of the Director: Court Operations; Manage information and data on behalf of the Director: Court Operations; Plan and schedule day to day task of the Director: Court Operations; Manage telephone calls and convey messages; Organize meetings/workshops/conference and functions; Draft coherent submission, executive reports, memorandum and letters; Type and edit correspondence; Receive and attend to visitors; Serve refreshment to visitors and/or at identified 101 meetings as indicated by the Director: Court Operations; Handle travel arrangements of accommodation,



flights tickets, subsistence and travel claims and any other tasks as directed by the Director: Court Operations; Accompany/attend meetings 12 with the Director: Court Operations and compile minutes.

## ENQUIRIES

Technical/HR Related Enquiries: Technical/HR related enquiries: Ms L Wymers Tel No: (053) 492 3533

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

**POST ADMINISTRATION CLERK: ORGANISATIONAL DEVELOPMENT,**  
**REF NO: 2024/137/OCJ**

**SALARY** R216 417 - R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

**CENTRE NATIONAL OFFICE: MIDRAND**

## REQUIREMENTS

Grade 12, no experience required, National Diploma in Management Services/Work Study or equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA will be an added advantage. Skills and Competencies: Knowledge of Organisational Development Principles and Procedures, Knowledge of Job Evaluation process and grading systems, Basic Change, Self-Management principles, Knowledge of PSR prescripts and procedures Communication skills, Problem solving skills, Project Management skills, interviewing skills, Analytical skills, Report writing skills, Presentation skills, Planning and organising skills, Computer literacy (OrgPlus, MS Office, Visio). 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

Provide support in the implementation and maintenance of the approved organisational structure, provide efficient and effective administrative related activities to the unit. Review Departmental job description. Provide support to the Job Evaluation process.

## ENQUIRIES

Technical related enquiries: Ms L Theledi, Tel No: (010) 493 2533 HR related enquiries: Mr A Khadambi, (010) 493 2500

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

**POST TYPIST REF NO: 2024/138/OCJ**

**SALARY** R183 279 - R215 892 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

**CENTRE: NORTHERN CAPE DIVISION OF THE HIGH COURT**

## REQUIREMENTS

Matric certificate or equivalent qualification. A minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. A valid Driver's license will serve as an advantage. Skills and Competencies Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem-solving skills. Accuracy and attention to details. Ability to work under pressure. Good time keeping. Telephone etiquette. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

## DUTIES

Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administrative duties.

**ENQUIRIES:** Technical/HR Related Enquiries: Technical/HR related enquiries: Ms L Wymers Tel No: (053) 492 3533

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

