

## 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) and Constitutional Court:** 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.
- Gauteng Division of the High Court:** Johannesburg/Pretoria: 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
- Mpumalanga:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X20051, Mbombela, 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela, 1200.
- Eastern Cape Division of the High Court:** Gqeberha/Bisho: 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
- CLOSING DATE** : **25 OCTOBER 2024**
- NOTE** : 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. 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 fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). 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. 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 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 of 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.

**POST** : **DEPUTY DIRECTOR: SOLUTIONS ARCHITECTURE REF NO: 2024/157/OCJ**

**SALARY** : R849 702 - R1 000 908 per annum (Level 11), (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

**CENTRE** **NATIONAL OFFICE: MIDRAND**

**REQUIREMENTS** :

Grade 12 and a three (3) year National Diploma in Computer Science or Engineering or Informatics or equivalent at NQF level 6 with 360 credits as recognized by SAQA. A minimum of 3 years' in system administration and support at Assistant Director/ Junior Management level, have knowledge of TOGAF with understanding of Government Wide Enterprise Architecture (GWEA). Valid drivers' license. Skills and Competencies: Knowledge or certifications in Microsoft Azure Administration, Microsoft Developing Solutions for Azure, Microsoft Azure DevOps Engineer and MCSA: Windows Server/Cloud Technology, Migration from on premise, infrastructure to cloud environments, Strong knowledge and experience in methodologies such as TOGAF, Service Orientated Architecture, ITIL, SDLC, Strong knowledge and experience in technical Competencies such as Cloud Practitioner, Good communication skills (written and verbal), Ability to adapt to constantly changing environment and quickly build understanding of business and ICT, Planning and organizing skills, Report writing skills, Negotiation skills, Good interpersonal skills, ICT Architecture, Project Management, Unified Modelling Language and Design toolsets. 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**

Systems administration and support for all the solutions that are deployed at the OCJ. Ability to provide support on Microsoft Azure. Monitor and analyze performance on OCJ cloud platform. Provide support to project management for system design and implementation, Conform to governance, compliance and risk regulations and standards, Establish and enhance relationships and network with partners, customers, Contribute to the Cloud Platform Services Solutions based on the ICT Strategy and Operational Model. This role involves active engagement in business analysis, encompassing information acquisition analysis and design, data access analysis and design, archive and recovery strategy development, security considerations, and change management processes. Furthermore, participation in the development of CGICT documents, ICT Governance Terms of Reference (charters), and providing input into business cases is essential. To maintain transparency and accountability, all work is diligently reported and documented within regular reporting cycles.

**ENQUIRIES** Technical Enquiries: Mr D Reid Tel No: (010) 493 8755

HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500

**APPLICATIONS** Applications can sent via email at [Recruitment01@judiciary.org.za](mailto:Recruitment01@judiciary.org.za)

**NOTE** The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST****JUDGE'S SECRETARY REF NO: 2024/159/OCJ**

(Re-advertisement, candidates who previously applied are encouraged to re-apply)

**SALARY**

R308 154 – R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

**CENTRE****LAND COURT: RANDBURG****REQUIREMENTS**

Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's licence. 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. 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.

**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 (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 the 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 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 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 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.

**ENQUIRIES**

: Technical/HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

**APPLICATIONS**: Applications can sent via email at [Recruitment05@judiciary.org.za](mailto:Recruitment05@judiciary.org.za)**NOTE**

The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST SENIOR COURT INTERPRETER REF NO: 2024/160/OCJ**

**SALARY** R308 154 – R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.

**CENTRE GAUTENG DIVISION OF THE HIGH COURT: PRETORIA**

**REQUIREMENTS**

Applicants should be in possession of Grade twelve (12) and ten (10) years' practical experience in court interpreting or a 3 year National Diploma (NQF 6) in Legal Interpreting or equivalent qualification on NQF Level 6 (360 Credits) and a minimum of three (3) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages (Afrikaans, isiXhosa). 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 quasijudicial 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/HR related enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

**APPLICATIONS** : Applications can be sent via email at Recruitment06@judiciary.org.za

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

**POST ADMINISTRATION CLERK: DCRS REF NO: 2024/161/OCJ**

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

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

**REQUIREMENTS**

Matric certificate equivalent qualification. Skills and Competencies: Computer literacy (MS Office), Good communication skills (written and verbal), Good administration and organizational skills, Customer service skills and ability to work under pressure, Good interpersonal and public relation skills. 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**

Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record

of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.

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

**APPLICATIONS** Applications can sent via email at Recruitment07@judiciary.org.za

**NOTE** The Organisation will give preference to candidates in line with the Employment Equity goals

**POST** :REGISTRAR'S CLERK REF NO: 2024162/OCJ

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

**CENTRE** GAUTENG DIVISION OF THE HIGH COURT: JOHANNESBURG

**REQUIREMENTS** :

Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Understanding of appeal process and petition procedures will be an added advantage. Appropriate experience in general administration or court related functions will serve as an added advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office) Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated. 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**

Render efficient and effective support services to the Court; Issuing of Court process; Case management duties; Render customer support duties /functions; Prepare, analyse and submit Court statistics; Maintain and keep all registers for Civil and Criminal matters; Filing and archiving of both Civil and Criminal process; Attending to case management and set down notices; Act as a liaison between Judges and Legal Practitioners; Requisitioning of accused persons from prison; Attend to correspondence and enquiries from the public and stakeholders; Prepare and send cases to transcribers for appeal and review purposes; Attend to complaints from prisoners and members of the public; Administrative duties in respect of mental health, petition, review and appeal matters; Act as a liaison between Registrar and Legal Practitioners; Registering of Full Bench Appeals; Allocation of records and documents to judges; serving documents on the NPA; Submission of monthly criminal trial statistics and Full Bench Appeal ; Retrieving of files from archives; Service of records to the NPA for the purpose of obtaining notice of set down; Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor. Provide assistance on electronic filing system to lower courts and public.

**ENQUIRIES** Technical Mr R Matonya Tel No: (010) 494 8395/Hr Related Enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

**APPLICATIONS** Applications can sent via email at Recruitment10@judiciary.org.za

**NOTE** The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST** : **TYPIST REF NO: 2024/163/OCJ**

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

**CENTRE** **MBOMBELA 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 Ms YV Seswene Tel No: (013) 492 2213 /HR Enquiries: Mr S Zwane / Mr MV Maeko Tel No: (013) 758 0000

**APPLICATIONS** : Applications can be sent via email at Recruitment08@judiciary.org.za

**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals

**POST** : **MESSENGER REF NO: 2024/164/OCJ**

**SALARY** R155 148 – R182 757 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** **MPUMALANGA DIVISION OF THE HIGH COURT: MIDDLEBURG**

**REQUIREMENTS**

Grade 10 or abet certificate; Matric Certificate will be an added advantage: Skills and Competencies: Computer literacy (MS Word/Excel). Good communication skills (written and verbal). Good interpersonal relations. Customer service. Interpersonal skills. Conflict Management. Work ethic and motivation. Professional appearance and conduct Self- Management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES**

Render efficient and effective support to the court. Prepare courts timeously and assuring the courts smoothly. To assist by handing up of documents, exhibits to judges. Being of assistance to the witnesses and public while the court are in session. Assisting the advocates by ushering them to and from the Judge's chambers.

Assisting Judges by collecting and delivering of files and documents Collection and deliveries of post and documents as required. Distributing of post and documents accordingly.

**ENQUIRIES** : Technical /HR Enquiries: Mr S Zwane / Mr MV Maeko Tel No: (013) 758 0000

**APPLICATIONS** : Applications can sent via email at Recruitment09@judiciary.org.za

**NOTE** Organisation will give preference to candidates in line with the Employment Equity goals.

## **GRADUATE SCHEME**

### **Judge's secretaries: Gauteng Division of the High Court**

**NOTE** Gauteng Division of the High Court invites applications from suitable candidates seeking appointment as Judge's Secretaries for 2025. Each Judge of the Gauteng Division of the High Court is assisted by a Judge's secretary whose primary function is to carry out secretarial support and professional legal support including legal research for their respective Judges. Appointments will be made for the periods January 2025 to December 2028 dependent on each Judge's requirements. Recommended applicants should indicate the period for which they wish to be considered. Applications will be considered by Judges of the Division. The Office of the Chief Justice seeks to ensure that persons selected are broadly representative of the South African population in terms of race, youth, gender and background.

**POST** **JUDGE'S SECRETARIES (X64 POSTS)**  
(48 Months Non-Renewable)

**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 Ref No: 2024/165/OCJ (X33 Posts)  
Gauteng Division of the High Court: Johannesburg Ref No: 2024/166/OCJ (X31 Posts)

## **REQUIREMENTS**

Applicants should be in possession of a Matric certificate and an LLB degree or a four (4) year legal qualification (or equivalent). A valid driver's license. Shortlisted candidates will be required to pass a typing proficiency test. 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**

To ensure attendance and screening of all incoming and outgoing telephone calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that judgments are typed and correspondences is appropriately captured and saved in the correct locations and safeguarded. To ensure that signed Judgments and orders are properly handed down in person in court and/or virtually. To ensure that draft judgements are expeditiously handled and typed. To ensure that all visitors in the Judge's Chambers, 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 the Judge has access to all his allocated files and 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 Judges Chamber register of reviews is up to date and signed on receipt and return of review files to the review



Clerk. To ensure that the register/template for the reserved judgments is updated timeously and that the Statistics officer as well as the office of the Judge President is notified when judgment remains outstanding and/or has been handed down. To ensure that 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 the time 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 the 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 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 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) are submitted to the Statistical Officer on or before every Friday. To ensure that all updates on the loose leafs 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. The Department reserves the right not to make any appointment(s)

**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

**APPLICATIONS** Contract Judge's Secretary: Johannesburg High Court: Applications can sent via email at [Recruitment04@judiciary.org.za](mailto:Recruitment04@judiciary.org.za)

Contract Judge's Secretary: Pretoria High Court: Applications can sent via email at [Recruitment03@judiciary.org.za](mailto:Recruitment03@judiciary.org.za)

**NOTE** Organisation will give preference to candidates in line with the Employment Equity goals