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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. 

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

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

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

Gauteng/ Land Court: Randburg/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 or via email at 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

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. or via email at applicationsMP@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

CLOSING DATE 19 AUGUST 2024

ERRATUM:

Kindly note that the Job title of the post of Registrar: Supreme Court of Appeal: Bloemfontein with Ref No: 2024/78/OCJ advertised on Public Service Vacancy Circular 27 dated 26 July 2024 with a closing date of 13 August 2024 is a Chief Registrar. Apologies for any inconvenience caused.

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CLOSING DATE: 19 AUGUST 2024

NOTE: 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). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before



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.

ENQUIRIES: Technical/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 REGISTRAR REF NO: 2024/96/OCJ Re-advertisement, candidates who previously applied are encouraged to re-apply

SALARY: R293 847 – R1 005 801 per annum (MR3 – MR5), Salary will be in accordance with the Occupation Specific Dispensation Determination. Shortlisted candidates will be required to submit a service certificate for determination of their experience. 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 an appropriate Bachelor's Degree (NQF 8) in LLB Degree or four (4) year legal qualifications. A minimum of two (2) years' legal experience obtained after qualification. MR3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5: 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.

DUTIES

Co-ordinate of cash-flow management and support services to the judiciary and prosecution. Performance of quasi-judicial functions in terms of the uniform rules of court. Manage the issuing of all processes initiating court proceedings. Co-ordination of appeals and reviews. Facilitation of pre-trial conference, processing of applications for hearing dates and trial dates in line with case-flow management standards. Quality checks on criminal record books. Authenticate signatures of legal practitioners, notaries and sworn translators. Supervision and management of staff. Provide practical training and assistance to the Registrar Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute request from the judiciary in connection with cases and cases related matters. Exercise control over the management and safekeeping of case record and record room. Deal with the files in terms of the relevant codes and legislation. Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organising 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 deadlines. Result driven. Honesty/trustworthy. Observance of confidentiality.

ENQUIRIES: Technical/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 REGISTRAR'S CLERK REF NO: 2024/98/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: Bisho

REQUIREMENTS:

Matric certificate, one (1) year administration experience preferably in a court environment. The following will be an added advantage: Experience in general legal administration. 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, accuracy and attention to detail, planning, organizing and skills and customer service skills orientated. Knowledge of the Rules of the High Court. 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 support services to case flow management, Filing of civil process; Render counter services; Act as liaison between Judges and Legal Practitioners; Attend and oversee to general public queries; Rendering of efficient and effective support services to court; Attend telephone and / electronic official queries/ correspondence; Manual data collection, capturing, monitoring and control; Provide administrative support in Registrar's office(general office and case flow management);Provide any administrative support as required by the Judiciary, Chief Registrar, Court Manager and/or supervisor; and Assist in the filing and safekeeping of the recorded cases, Uploading and updating case information on registrars' tools.

ENQUIRIES: Technical/HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

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

POST ADMINISTRATION CLERK REF NO: 2024/99/OCJ

SALARY: R216 417 - R254 928- per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Western Cape Division of The High Court, Cape Town

REQUIREMENTS

Matric certificate or equivalent qualification .Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management .Drivers licence Understanding of confidentiality in Government Skills and Competencies: Good communication (written and verbal)Computer literacy (MS Office) Good interpersonal skills, good public relations skills Ability to work under pressure and to solve problems Customer service Document 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

Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof; Record court proceedings; Maintenance of criminal record books and charge sheets, writing and tracing of summonses Writing of witness fees books Provide administrative support in general court and case flow management provide any administrative support as required by the Judiciary, Court Manager and/ or Supervisor.

ENQUIRIES: Technical/HR related enquiries: Ms M Baker Tel No: (021) 469 4032 34

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

POST ADMINISTRATION CLERK: ASSETS REF NO: 2024/100/OCJ

SALARY: R216 417 - R254 928 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Eastern Cape Division of The High Court: Makhanda

REQUIREMENTS

Matric certificate and no experience required 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. Facilitate the maintenance of a complete, reliable, and accurate asset register for the departmental owned assets. Conduct physical verification of assets to ensure the existence of assets as well as completeness of the asset register. Identification and reporting of stolen or lost assets and unserviceable, redundant, damaged, underperforming, and obsolete assets. Monitoring of leased asset register and expiring contracts.

ENQUIRIES: Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

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

POST ADMINISTRATION CLERK REF NO: 2024/106/OCJ

SALARY: R216 417 - R254 928 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Eastern Cape Division of the high court: Makhanda



REQUIREMENTS

Matric certificate and no experience required 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. Facilitate the maintenance of a complete, reliable, and accurate asset register for the departmental owned assets. Conduct physical verification of assets to ensure the existence of assets as well as completeness of the asset register. Identification and reporting of stolen or lost assets and unserviceable, redundant, damaged, underperforming, and obsolete assets. Monitoring of leased asset register and expiring contracts.

ENQUIRIES: Technical/HR related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

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

POST USHER MESSENGER REF NO: 2024/101/OCJ (X2 POSTS)

SALARY: R155 148 – R182 757 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

CENTRE

Eastern Cape Division of The High Court: Mthatha

REQUIREMENTS

Grade 9 and No Experience Required. 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 related Enquiries: Mr S Mponzo Tel No: (043) 726 5217

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

