



**REPUBLIC OF SOUTH AFRICA
OFFICE OF THE CHIEF JUSTICE**

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 3 September 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 are required to capacitate the Office:

REFERENCE	2015/01/NW
POST	CHIEF REGISTRAR
CENTRE	NORTH WEST HIGH COURT: MMABATHO
SALARY	MR6 (R340 716- R828 138) per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- LLB degree or four year recognised legal qualification
- At least 8 years appropriate post qualification legal experience.

SKILLS AND COMPETENCIES:

- Case flow management; Dispute resolution;
- Legal drafting; Legal research;
- Office management, planning and organizational skills;
- Good communication skills (written and verbal);
- Good interpersonal relations;
- Computer literacy (MS Office);
- Ability to interpret Acts and regulations.

DUTIES:

- Collect data and information, analyze and translate into knowledge for planning, decision for planning, decision making or management reporting and to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video conferencing, telecommunications, etc.) in order to provide and communicate information for decision making, reporting, document storage and planning.
- Display a basic understanding of the litigation process and legal proceedings
- Display a basic knowledge and understanding of legal research principals.

- Understand case law relevant to the legal matter at the hand and be guided in presenting motivation/proposals on how the specific case should be approached to obtain desirable/justifiable outcome.
- Display a basic understanding of legal documents that provide clear motivation/justification for a particular position pertaining to the case also proposing the approach to be followed to ensure success in this regard.
- Display a basic understanding and knowledge of legal proceedings relevant to mediation, arbitration and conciliation.
- Display a basic understanding/knowledge of interviewing principals for the determining client's goals and objectives.
- Suggest possible courses of action during the consultation process, in relation to legal entitlements and clients instructions and discuss these with mentor.
- Document interview and all advice given during legal consultation in writing.

ENQUIRIES: Ms ME Monkge at ☎ (018) 397 7065

APPLICATIONS: Quoting the relevant reference number, direct your application to:

The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.


CLOSING DATE: **27 February 2015**

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa, 1996 and the staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered.

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 (Act 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

We welcome applications from persons with disAbilities 

CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT