



**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 persons are required to capacitate the Office:

REFERENCE : 2015/12/CP

POST : CONTRACT REGISTRAR (12 MONTHS)

CENTRE : LABOUR AND APPEALS COURT CAPE TOWN

SALARY : MR3 – MR 5 (R183 123 – R662 397) per annum plus 37% in lieu of benefits (Salary to be determined in accordance with experience).The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- LLB degree or four year recognised legal qualification
- At least two years minimum appropriate post qualification legal experience
- A valid drivers licence

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
- Negotiation
- Motivation
- Customer relations

- Self-management
- Stress management skills.

DUTIES:

- Co-ordinate Case Flow Management support services
- Issue all processes that initiate court proceedings
- Process and grant judgments by default as required
- Issue, keep, check and analyse court statistics
- Issue court orders
- Manage the civil section, including divorce cases
- Assist the public with court procedures
- Process reviews and appeals
- Implement rules, procedures and practices and costs periodically in co-operation with the Court Manager and Judiciary
- Manage court information relating to civil and divorce cases, including the keeping of statistics and the submission of returns to the Court Manager and the Department
- Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act
- Give attention to and execute requests from the judiciary in connection with cases and other case related matters
- Tax legal bills of costs and attend to the review which may follow from such taxation
- Ensure annotation of relevant publications, codes, Acts and rules
- Write and respond to correspondence
- Provide practical training and assistance to the clerks of court in the lower courts

ENQUIRIES: Netshitomboni Lutendo (011) 332 9000

APPLICATIONS: Quoting the relevant reference number, direct your application to: Office of the Chief Justice Service Centre, Private Bag X6, Johannesburg, 2000 OR
Physical address: 7th floor; Regional Office – Gauteng; Office of the Chief Justice; Schreiner Chambers; Cnr. Pritchard and Kruis Street; Johannesburg

CLOSING DATE: **20 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 SA, 1996 (Act 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR 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.

People with disabilities are encouraged to apply.

HEAD: INTERGRATED HUMAN RESOURCES