



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 is required to capacitate the Office:

REFERENCE: 2015/45/NW

POST: COURT MANAGER

CENTRE: MAFIKENG HIGH COURT: NORTH WEST

PACKAGE: R532 278 – R627 000 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A 3-year qualification in Administration and/or a National Diploma in Services Management plus the module in Case Flow Management or equivalent qualification.
- At least 6 years relevant experience managerial experience.
- A valid code EB driver's licence;

SKILLS AND COMPETENCIES:

- Computer literacy (MS Office);
- Excellent communication skills (written and verbal);
- Strong leadership skills;
- Strategic capabilities;
- A valid driver's license
- Knowledge and experience in court management;
- Knowledge of the Public Financial Management Act (PFMA).

KEY RESPONSIBILITY AREAS:

- Co-ordinate and manage financial and human resources of the office, strategic and business planning processes as well as the facility, physical resources, information and communication related to the court;
- Professional management of the library;
- Implement the Departmental policies in the court;
- Compile and analyze court statistics to show performance and trends;
- Provide case tracking services to the judiciary and prosecuting authority;

- Compile annual performance and statutory reports to the relevant users;
- Develop and implement customer service improvement strategies;
- Facilitate strategic projects intended to improve court management;
- Communicate and relate with internal and external stakeholders.

ENQUIRIES: Mr T Legalatladi 📞 (018) 392 8221

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

Mr L Moetanalo, Private Bag X 2033, Mmabatho, 2735 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, 22 Molopo Road, Ayobo Gardens, Mafikeng


CLOSING DATE: 27 March 2015

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 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 EE 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.

We welcome applications from persons with disAbilities 

CHIEF DIRECTOR: CORPORATE SERVICES: HR