



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

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 are required to capacitate the Office:

POST : REGISTRAR (3 POSTS)

NOTE : SEPARATE APPLICATIONS TO BE COMPLETED FOR EACH POST (QUOTE THE RELEVANT REFERENCE NUMBER)

CENTRE : HIGH COURT: POLOKWANE (2) - 2016/ 157/OCJ
HIGH COURT: THOYANDOU (1) - 2016/ 158/OCJ

LEVEL : OSD

SALARY : MR3 – MR5 (R210 837 – R762 630 per annum). (OSD 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 recognized legal qualification;
- Relevant legal experience required;
- A valid driver's license

SKILLS AND COMPETENCIES:

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

KEY RESPONSIBILITY AREAS:

- Co-ordinate Case Flow Management support services to the Judiciary and prosecution at local level;
- Co-ordinate all processes that initiate court proceedings;
- Co-ordinate interpretation services in conjunction with the interpreters within Courts;
- Consideration of judgements by defaults and taxation of attorneys unopposed and opposed bills of costs;
- Issue, keep, check and analyses court statistics;
- Issue court orders, advise Judges on cases that are distributed and allocated to the courts;
- Manage Appeals, Reviews, Applications for request for access to Information, Court Records and all relevant registers;
- Authenticate signatures of legal practitioners, notaries, sworn translators and conveyancers;
- Perform any other official duties as requested by the Chief Registrar.

ENQUIRIES: Ms E Kotze 📞 (015) 230 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to: Provincial Head, OCJ Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or Physical Address: High Court Of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699

CLOSING DATE:

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. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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

