



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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 are required to capacitate the Office:

**POST** : **CONTRACT REGISTRAR: CASE FLOW PROJECT (2 POSTS)**  
**(CONTRACT VALID UNTIL 31 MARCH 2018)**

**CENTRE** : **DURBAN HIGH COURT (1 POST) REF NO: 2017/18/OCJ**  
**PIETERMARITZBURG HIGH COURT (1 POST) REF NO: 2017/19/OCJ**

**LEVEL** : **OSD**

**SALARY** : **MR3-MR5 (R226 227.00 – R 818 301.00 per annum +37% in lieu of benefits).** (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- LLB Degree or four year recognized legal qualification;
- At least two (2) years appropriate post qualification legal experience;
- A valid driver's licence.

**SKILLS AND COMPETENCIES:**

- Good communication skills (verbal and written);
- Attention to details;
- Conflict management;
- Ability to work independently and meet deadlines;
- Caseload management;
- Ability to work independently and meet deadlines;
- Negotiation;
- Self management and stress management;
- Good interpersonal relations;
- Ability to work under pressure;
- Working knowledge of the Rules of the High Court

## KEY RESPONSIBILITY AREAS:

- Co-ordinate Case Flow Management Support Service to Judges the Judge President of the High Court and Deputy Judge President;
- Handle taxation as Taxing Master, including any reviews;
- Process and grant Default Judgements;
- Manage the civil section, including divorce cases;
- Assist the public with court procedures;
- Process reviews and appeals [Civil and Criminal];
- Attend/Oversee to general public queries/correspondence;
- Attend to judicial support functions;
- Issue/Keep/check and analyze court statistics;
- Issue court order/letters to attorneys;
- Safekeeping of court records;
- Attend to office management, planning and organization;
- Implement rules, procedures and practices and costs periodically in co-operation with the Judge President, Court Manager and Judiciary;
- Manage court information relating to civil, divorce and criminal cases, including the keeping of statistics and 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;
- Ensure annotation of relevant publications, codes, Acts and rules;
- Manage the Staff component and performance assessments;
- Provide practical training and assistance to the clerks of the court in the High Court.

**ENQUIRIES:** Ms L Marrie ☎ (031) 372 3167

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
The Provincial Head, Office of the Chief Justice, Private Bag X54372,  
**DURBAN, 4000.** For the attention of Ms L Marrie. Applications can also be  
hand delivered to Office of the Chief Justice, Human Resource Management,  
3<sup>rd</sup> Floor, 2 Devonshire place, off Anton Lembede Street (Smith Street),  
Durban, 4000.

**CLOSING DATE:** **30 JUNE 2017**

**NOTE:** **Separate applications to be completed for each post (quote the relevant reference number).**

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 candidates selected for SMS posts must undergo competency assessment test after the interview.

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**

