



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: 2015/110/OCJ

POST: REGISTRAR (RE-ADVERT)

CENTRE: CONTITUTIONAL COURT

SALARY RANGE: MR 3 -5 (R 194 847 – R704 790) (*OSD- Salary to be determined in accordance with experience*). The successful candidate will be required to sign a performance agreement.

Requirements:

- An LLB Degree or four year recognize legal qualification
- At least five (5) years appropriate post qualification legal experience.

Key Responsibility Areas:

- Co-ordinate Case Flow Management Support Service to Judges of the Constitutional Court,
- Handle taxation as Taxing Master
- Co-ordinate interpretation services,
- Attend/oversee to general public queries/correspondence,
- Attend to judicial support functions,
- Issue/keep/check and analyze court statistics,
- Issue court orders/letters to attorneys,
- Facilitate/monitoring/evaluation of sub-ordinates,
- Safekeeping of court records,
- Attend to office management, planning and organization.
- Manage the Staff Component and performance assessments

Attributes:

- Self-driven.
- Display of initiative
- Ability to meet strict deadlines and to work under pressure
- Sense for attention to detail.

Competencies:

- Excellent writing/verbal skills
- Good interpersonal relations skills
- Good public relations skills
- Ability to interpret acts and regulations
- Negotiation/motivation/self-management and stress management skills
- Office management, planning and organization skills
- Stakeholder management skills

ENQUIRIES: Ms C Gideon ☎ (011) 838 2010

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

The Director: Integrated Human Resource Management, Office of the Chief Justice, Private Bag X10, Marshalltown, 2000.

OR

PHYSICAL ADDRESS:

Office of the Chief Justice Service, Human Resources Management, 13th floor, 41 Fox street, Johannesburg.


CLOSING DATE: 24 JULY 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 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