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:**

**REFERENCE** : **2016/256/OCJ**

**POST** : **REGISTRAR**

**CENTRE** : **GAUTENG LOCAL DIVISION: JOHANNESBURG**

**LEVEL** : **OSD**

**SALARY** : **MR3 – MR5** (R 210 837.00 –R 762 630.00) (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) appropriate post qualification legal experience;
- Valid driver's licence.

**SKILLS AND COMPETENCIES:**

- Communication skills (verbal and written);
- Ability to work independently and meet deadlines;
- Ability to attend to detail; Negotiation;
- Self management and stress management;
- Good interpersonal relations;
- Ability to work under pressure.

**KEY RESPONSIBILITY AREAS**

- Co-ordinate case flow management support services to the Judge Court President of the High Court and Deputy Judge President;
- Issue all processes that initiate court proceedings;
- Process and grant judgements by default as required by the Supreme Court Act 1995 at the court where stationed;
- 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;

- Procedure and practices and cost periodically in co-operation with the Judge President,
- Court Manager and Judiciary;
- Manage court information relating to civil and divorce 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 request 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 high courts.

**ENQUIRIES**: Ms S Mnisi ☎ (011) 335 0284

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X 07, **JOHANNESBURG 2000**. Applications can also be hand delivered to High Court of South Africa, Gauteng local Division, 12th Floor; Cnr. Prichard and Kruis Street: Johannesburg

**CLOSING DATE:** **2 September 2016**

**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 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**