



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 : 2015/198/OCJ

POST : REGISTRAR

CENTRE : HIGH COURT OF SOUTH AFRICA GAUTENG DIVISION: PRETORIA

SALARY : MR3-MR5 (R 195 945.00 –R 708 765.00) (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 recognised legal qualification;
- Minimum of 2 years appropriate post qualification legal experience;

KEY RESPONSIBILITY AREAS:

- Co-ordinate Case Flow Management support services to the Judge Court, President of the High Court and Deputy President,
- Issue all processes that initiate court proceedings;
- Process and grant judgments by default as required by the Supreme Court Act, 1959 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, procedures and practices and costs periodically in co-operation with the Judge President, Court Manager and Judiciary;
- Manage court information relating to civil and divorce cases, including keeping of statistics and the 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;
- 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

SKILLS AND COMPETENCIES:

- Case flow management;
- Dispute resolution;
- Legal drafting;
- Legal research;
- Office management, planning and organizational skills,
- Good communication skills (written and verbal);
- Good interpersonal relations;
- Computer literacy (MS Office);
- Ability to interpret Acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills

ENQUIRIES: Ms Sharon Mnisi ☎ (011) 335 0284

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13th floor, Edura House, 41 Fox Street, Johannesburg.

CLOSING DATE: **4 DECEMBER 2015**

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

