



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** : **CHIEF REGISTRAR (5 POSTS)**
- SALARY** : MR6 R 392 274.00 – R 953 451.00 per annum. (Salary will be in accordance with OSD determination)The successful candidate will be required to sign a Performance Agreement.
- CENTRE** : **FREE STATE HIGH COURT 2016/204/OCJ**  
**KWAZULU NATAL HIGH COURT (DURBAN) 2016/205/OCJ**  
**KWAZULU NATAL HIGH COURT (PIETERMARITZBURG) 2016/206/OCJ**  
**MPUMALANGA HIGH COURT 2016/207/OCJ**  
**SUPREME COURT OF APPEAL: BLOEMFONTEIN 2016/208/OCJ**
- REQUIREMENTS** : LLB degree or four year recognised legal qualification; At least 8 years appropriate post qualification legal experience ; Administrative experience.  
**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; Working knowledge of the Rules of the High Court.
- DUTIES** : Collect data and information, analyze and translate into knowledge for planning, decision for planning, decision making or management reporting and to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video conferencing, telecommunications, etc.) in order to provide and communicate information for decision making, reporting, document storage and planning; Display a basic understanding of the litigation process and legal proceedings ;Display a basic knowledge and understanding of legal research principals; Understand case law relevant to the legal matter at the hand and be guided in presenting motivation/proposals on how the specific case should be approached to obtain desirable/justifiable outcome; Display a basic understanding of legal documents that provide clear motivation/justification for a particular position pertaining to the case also proposing the approach to be followed to ensure success in this regard; Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases

from initiation through to disposition; Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand; Present on, advice and mentor juniors on the motivation / proposal on how the specific case should be approached to obtain a desirable outcome; Measure and improve work methods, procedures and systems; Strategic and Operational Management of staff to ensure improved performance levels; Manage the collation of Court Performance Data/Statistics for purpose of reporting.

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

**KWAZULU NATAL:** The OCJ Provincial Head, Private Bag X54372, DURBAN, 4000 OR Can be hand delivered Office of the Chief Justice, Provincial Office, 3rd floor Devonshire House, 2 Devonshire Place, DURBAN 4000. Enquiries: Ms L Marrie (031) 372 3109;

**FREE STATE:** The: OCJ Provincial Head, Private Bag X20612, BLOEMFONTEIN, 9300 OR can be hand delivered to: Office of the Chief Justice Service Centre, Cnr President Brand and Fontein Street, BLOEMFONTEIN, 9300. Enquiries: Ms MA Luthuli (051) 406 8115;

**SUPREME COURT OF APPEAL:** The Director, Supreme Court of Appeal, private bag x258, Bloemfontein, 9300 or hand deliver to: the supreme court of appeal, corner president brand and Elizabeth street, Bloemfontein. Ms. CA Martin ☎ (051) - 412 74

**MPUMALANGA:** The Regional Head; Private Bag X11249 Nelspruit 1200; For hand delivered applications; Physical Address, 24 Brown Street, Nedbank Centre, 4<sup>th</sup> floor Nelspruit 1200: Mr S Mashele (010) 493 2528

**CLOSING DATE:** **5 AUGUST 2016**

**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 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**

