



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:

**REFERENCE** : 2016/165/OCJ

**POST** : REGISTRAR

**CENTRE** : EASTERN CAPE HIGH COURT: MTHATHA

**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 equivalent qualification;
- At least two (2) to eight (8) years appropriate post qualification legal experience.

**SKILLS AND COMPETENCIES:**

- Case flow Management;
- Dispute management;
- Legal drafting;
- Legal research;
- Office management, planning and organizational skills;
- Good communications skills (written and verbal);
- Good interpersonal relations;
- Computer Literacy;
- Ability to interpret Acts and Regulations;
- Negotiation, motivation, customer relations, self management and stress management skills.

**KEY RESPONSIBILITY AREAS:**

- Manage the co-ordination of Case Flow Management support;

- Processes to the Judiciary and prosecution at area level;
- Issue all processes that initiate court proceedings;
- Co-ordinate interpreting service Appeals and Reviews;
- Process unopposed Divorces and facilitation of Pre-Trial Conference;
- Check Criminal Record books;
- Consider Judgement by default;
- Appointment of Sheriffs of the Court on “ad hoc” basis;
- Authenticate signatures of Legal Practitioners, Notaries and Sworn translators, supervision of subordinates and evaluation of their performance;
- Any other official duties requested by the Chief Registrar.

**ENQUIRIES:** Ms N Biko 📞 (043) 726 8580

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, EAST LONDON, 5200 **OR PHYSICAL ADDRESS:** Office of the Chief Justice Service Centre, No. 3 Phillip Frame Road, CHISLEHURST, EAST LONDON.

**CLOSING DATE:** 15 JULY 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**

