



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 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 is required to capacitate the Office:

REFERENCE: 2015/75/GP/OCJ

POST: CONTRACT REGISTRAR: PILOT PROJECT

PERIOD: UNTIL 31 MARCH 2016

CENTRE: GAUTENG HIGH COURT: JOHANNESBURG

SALARY: MR 3 -5 (R 183 126 – R662 397) (*OSD- Salary to be determined in accordance with experience*). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- LLB degree or four year recognised legal qualification;
- At least three (3) to eight (8) years appropriate post qualification legal 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;
- Negotiation, motivation, customer relations, self-management and stress management skills.

DUTIES:

- Co-ordinate and ensure proper Case flow Management and compliance with the provisions of the various Court rule and prescripts.
- Issue all process initiating criminal, civil and motion Court proceedings
- Co-ordinate interpreting services, Appeals and Reviews
- Process unopposed Divorces and Facilitate Pre-Trial conferences
- Ensure that the checking of relevant registers is done in terms of the codes.
- Performing quasi-judicial functions by inter alia considering applications for default judgement and issuing of warrants of execution.
- Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators
- Handle queries and complaints from public and legal fraternity
- Tax legal bills of costs and attend to the review which may follow from such taxation
- Supervision of sub-ordinates and evaluation of their performance
- Write and respond to correspondence
- Any other official duties as requested by the Chief Registrar
- Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act;

ENQUIRIES: Ms Netshitomboni Lutendo ☎ (011) 332 9000

APPLICATIONS: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court Of South Africa: Gauteng Local Division: Johannesburg , Cnr. Prichard and Kruis Street: Johannesburg.

CLOSING DATE: **26 JUNE 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 EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR 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.

People with disability are encouraged to apply.

HEAD: INTERGRATED HUMAN RESOURCES