



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 are required to capacitate the Office:

REFERENCE: 2015/74/WC/OCJ

POST: REGISTRAR

CENTRE: WESTERN CAPE HIGH COURT: CAPE TOWN

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 recognized legal qualification
- At least three (3) to eight (8) years appropriate post qualification legal experience

SKILLS AND COMPETENCIES:

- Office Management
- Conflict and Resolution Management
- Computer Literacy
- A valid driver's license
- Planning and organizational skills
- Good communication skills (written or verbal)
- Good interpersonal relations
- Interpretatio of Acts and regulations -
- Negotiation
- Work ethic and Motivation
- Customer service/ Stakeholder relations management -
- Self and stress management -
- Leadership and Management -

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 -

ENQUIRIES: Ms M Baker ☎ 021-469 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head: OCJ Service Centre Western Cape For Attention: Ms M Baker. Address: 35 Keerom Street, Cape Town, 8000 or Private Bag X9020, Cape Town, 8000

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