



**REPUBLIC OF SOUTH AFRICA
OFFICE OF THE CHIEF JUSTICE**

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:

POST NUMBER: 2015/05/OCJ
POST DESIGNATIONS: REGISTRAR MR4: CONSTITUTIONAL COURT
BRAAMFONTEIN
SALARY RANGE: R221 232.00 – R252 969.00. The successful candidate will be required to sign a performance agreement

Requirements:

An LLB Degree or four year recognize legal qualification
At least (0-5) years appropriate post qualification legal experience.

Key Responsibility Areas:

Co-ordinate Case Flow Management Support Service to Judges of the Constitutional Court,
Handle taxation as Taxing Master
Co-ordinate interpretation services,
Attend/oversee to general public queries/correspondence,
Attend to judicial support functions,
Issue/keep/check and analyze court statistics,
Issue court orders/letters to attorneys,
Facilitate/monitoring/evaluation of sub-ordinates,
Safekeeping of court records,
Attend to office management, planning and organization.
Manage the Staff Component and performance assessments

Attributes:

Self-driven.
Display of initiative

Ability to meet strict deadlines and to work under pressure

Sense for attention to detail.

Competencies:

Excellent writing/verbal skills

Good interpersonal relations skills

Good public relations skills

Ability to interpret acts and regulations

Negotiation/motivation/self-management and stress management skills

Office management, planning and organization skills

Stakeholder management skills

APPLICATIONS

The applications can be delivered to the Director Human Resources, Office of the Chief Justice, Private Bagx10, Marshalltown 2000, for the attention HR Directorate. Applications can also be hand delivered to the Office of Human Resource Management, 14th floor, Edura House 41 Fox Street, Johannesburg.

ENQUIRIES

Ms Charmaine Gideon ☎011 838 2010

CLOSING DATE:

27 February 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. 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 disabilities are encouraged to apply.

HEAD: INTERGRATED HUMAN RESOURCES