



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 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 persons are required to establish the Office:

**POST** : **CONTRACT REGISTRAR'S CLERK: CASE FLOW MANAGEMENT (CONTRACT VALID UNTIL 31 MARCH 2019) (5 POSTS)**

**SALARY** : R 152 862.00 – R 180 063.00 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement

**CENTRE** : HIGH COURT GRAHAMSTOWN REF 2018/111/OCJ  
HIGH COURT PORT ELIZABETH REF 2018/112/OCJ  
WESTERN CAPE DIVISION: REF 2018/113/OCJ  
GAUTENG DIVISION, PRETORIA: REF (2 POSTS) 2018/114/OCJ

**REQUIREMENTS** : Grade 12 or equivalent qualification; 0 – 2 years administration experience **Skills and Competencies**. Computer literacy; excellent communication (verbal and written); Interpersonal relations; accuracy and attention to detail

**DUTIES** : Filing of civil processes; Render counter services; act as liaison between judges and legal practitioner; Attend and oversee to general public queries; Attend to telephone/ electronic official enquiries/correspondence; rendering of efficient and effective support service to the Court; render support services to case flow management; Manual Data collection, capturing, monitoring and control; Provide administration support in the Registrar's office (general office and case flow management); Provide any administration support as required by the judiciary, Chief Registrar, Court Manager and / or Supervisor; Assist in the filling and safekeeping of the recorded cases; Uploading and updating case information on registrar's tool.

**APPLICATIONS:** **GAUTENG:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to, 12th floor, Cnr Pritchard and Kris Street, Johannesburg. **ENQUIRIES** Ms T Mbalekwa (011) 335-0404

**EASTERN CAPE:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London **ENQUIRIES:** Mr S Mponzo (043) 7265217.

**WESTERN CAPE:** The OCJ Provincial Head, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town. **ENQUIRIES: Ms M Baker (021) 469 4000**



**CLOSING DATE : 13 APRIL 2018**

**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. Successful candidates should note that in terms of regulation 13 (c) of the Public Service Regulations, 2016, an employee shall not conduct any business with any organ of state or be a director of a public or private company conducting business with an organ of state.

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.

