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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 OCJ:

REFERENCE : 2018/166/OCJ

POST : CHIEF REGISTRAR

CENTRE : MAHIKENG HIGH COURT

LEVEL : MR6 (OSD)

SALARY : R 448 269.00 – R 1 084 437.00 per annum. MR6 (OSD) The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A four (4) year legal qualification; A minimum of 8 years' appropriate post qualification legal experience;
- Experience in Court litigation will be an added advantage;
- Proven Leadership and Managerial experience;
- A valid driver's licence will serve as an added advantage;

SKILLS AND COMPETENCIES:

- Excellent communication skills (verbal and written);
- Computer literacy; Numerical Skills; Attention to detail;
- Planning, Organizing and Control;
- Problem solving and decision making skills;
- Customer service orientated;
- Interpersonal skills;
- Conflict Management;
- Strong Work ethic;
- Professionalism, ability to work under pressure and meet deadlines.

KEY PERFORMANCE AREAS:

- Implement processes to manage and track all cases;
- Manage reporting on court performance to the Judge President;
- Provide input on amendments to the Court rules and Practice Directives to improve efficiency at the High Court;
- Implement directives issued by the Judge President;
- Manage implementation of the Departmental strategic objectives relating to the processing of cases within the Case Flow Management Framework at the High Court and reporting thereof;
- Manage the appointment of sheriffs of the court on an 'ad hoc' basis; Compile training manuals and provide training and mentoring to Registrars and support staff. Stakeholder Management; Supervision of Registrars;
- Manage Service Level Agreement Framework and Strategic Court Efficiency Projects and Best Practices;
- Provide supervision of the Information and Case or Court Documentation Management System;
- Safeguard case records in accordance with prescripts;
- Manage the service delivery of the planned customer service outcomes (i.e. service levels and standards) for the department.
- Manage collation and submission of court performance statistics. Perform quasi-judicial functions.



- Manage PMDS of staff.

ENQUIRIES: Mr L Moetanalo (018) 3977065

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, **MMABATHO**,
2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng.

CLOSING DATE: **27 JULY 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 completed and signed form Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), 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.

Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

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). 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. 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 

