



188, 14th Road, Noordwyk, Midrand, 1685
Private Bag X10, Marshalltown, 2107
Tel: +27 10 493 2500 (Switchboard)
E-mail: info@judiciary.org.za
www.judiciary.org.za

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 : 2018/263/OCJ

**POST : CONTRACT REGISTRAR'S CLERK (CASE FLOW)
(CONTRACT VALID UNTILL 31 MARCH 2019)**

CENTRE : NORTHERN CAPE HIGH COURT

LEVEL : 5

SALARY : R 163 563.00 – R 192 666 .00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- 0 - 2 administrative experience.

SKILLS AND COMPETENCIES:

- Computer literacy;
- excellent communication (verbal and written);
- Interpersonal relations;
- Accuracy and attention to detail.

KEY PERFORMANCE AREAS:

- Filing of civil processes;
- Render counter services;
- Act as liaison between judges and legal practitioners;
- Attend and oversee to general public queries;
- Attend to telephone/ electronic official enquiries/ correspondence;
- Rendering of efficient and effective support services to the Court;
- Render support services to case flow management;
- Manual Data collection, capturing, monitoring and control;
- Provide administrative support in the Registrar's office (general office and case flow management);
- Provide any administrative support as required by the Judiciary, Chief Registrar, Court Manager and/ or Supervisor;
- Assist in the filing and safekeeping of the recorded cases;
- Uploading and updating case information on registrar's tool.

ENQUIRIES: Ms S Ruthven (053) 807 2733.



APPLICATIONS:

Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag x5043, **Kimberley**, 8300 or hand deliver applications to High Court, Sol Plaatje Drive, Room B107, Kimberley.

CLOSING DATE:

10 AUGUST 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

