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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:

POST : REGISTRAR'S CLERK

**CENTRE : NORTHERN CAPE HIGH COURT, REF NO: 2018/339/OCJ
GAUTENG DIVISION: PRETORIA, REF NO: 2018/340/OCJ**

LEVEL : 5

SALARY : R163 563.00 – R192 666.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- Grade 12 or equivalent Qualification;
- Computer Literacy;
- Experience in Clerical/ administration functions will be an added advantage.

SKILLS AND COMPETENCIES:

- Good communication skills (written and verbal)
- Good interpersonal and public relations skills;
- Good administration and organizational skills;
- Customer Service Skills and ability to work under pressure.

KEY PERFORMANCE AREAS:

- Render support services to case flow management;
- Render efficient and effective support services to the court;
- Issuing of summons at General Office;
- Update case progress on ICMS;
- Render counter service duties /functions;
- Prepare, Issue and Analyse court statistics;
- Maintain and keep all registers for Civil and Criminal matters;
- Filling and storage of both Civil and Criminal process;
- Issue warrant of arrest for defaulters ;
- Act as a liaison between judges and legal practitioners ;
- Requisitioning of accused persons from prison;
- Deal with correspondence and attend to general public enquiries;
- Issue all processes that initiate court proceedings ;
- Prepare and send case to transcribers for appeal and review purposes ;
- Preparing and binding of appeals and reviews;
- Attend to complaints from prisoners and members of the public ;
- Act as a liaison between Registrar and legal practitioners;
- Provide administrative support in general as requested by Court Manager and supervisor.



APPLICATIONS:

NORTHERN CAPE: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X5043, Kimberley, 8300 or hand deliver applications to the High Court, Sol Plaatje Drive, Room B107, Kimberley.
Enquiries: Ms S Ruthven (053) 807 2733

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

CLOSING DATE:

30 NOVEMBER 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 

