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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 : 2018/357/OCJ

POST : REGISTRAR

CENTRE : MTHATHA HIGH COURT

LEVEL : OSD

SALARY : (MR3 – MR5) R242 064-00 – R867 399-00 per annum. (Salary will be in accordance with Occupation Specific Dispensation determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A four (4) year legal qualification;
- a minimum of 2 years' legal experience obtained after qualification, Superior Court or litigation experience will be 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 ethics;
- Professionalism, ability to work under pressure and meeting of deadlines.

KEY PERFORMANCE AREAS:

- Co-ordination of Case Flow Management and support to the Judiciary;
- Manage the issuing of all processes initiating court proceedings;
- Co-ordinate Appeals and reviews;
- process unopposed divorces and the facilitation of Pre-Trial conferences;
- Quality checks on Criminal Record books;
- Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators;
- Supervision and management of staff;
- Provide practical training and assistance to the registrars' clerks;
- Ensure annotation of relevant publications, codes, acts and rules;
- Attend to and execute requests from the Judiciary in connection with cases and case-related matters;
- Exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation;



- Manage submission of statistics to the Chief Registrar;
- Attend to taxations including reviews; process and grant judgments by default;
- Assist the public with court procedures;
- Process reviews and appeals (civil and criminal);
- Attend to and oversee general public queries or correspondence;
- Attend to judicial support functions; Issue court orders;
- Attend to office management.

ENQUIRIES: **MR S MPONZO (043) 726 5217**

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The 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.

CLOSING DATE: **11 JANUARY 2019**

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 advertised 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 

