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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 (19 POSTS)**

**CENTRE :** WESTERN CAPE HIGH COURT (2 POSTS) REF NO 2018/174/OCJ  
GAUTENG DIVISION PRETORIA (6 POSTS) REF NO 2018/175/OCJ  
GAUTENG LOCAL DIVISION JOHANNESBURG (1 POST) REF NO 2018/176/OCJ  
DURBAN HIGH COURT (2 POSTS) REF NO 2018/177/OCJ  
PIETERMARITZBURG (1 POST) REF NO 2018/178/OCJ  
BLOEMFONTEIN HIGH COURT (2 POSTS) REF NO 2018/179/OCJ  
MTHATHA HIGH COURT (1 POST) REF NO 2018/180/OCJ  
LABOUR COURT PORT ELIZABETH (1 POST) REF NO 2018/181/OCJ  
GRAHAMSTOWN HIGH COURT (1 POST) REF NO 2018/182/OCJ  
THOHOYANDOU HIGH COURT (1 POST) REF NO 2018/183/OCJ  
POLOKWANE HIGH COURT (1 POST) REF NO 2018/184/OCJ

**LEVEL : OSD (MR3-MR5)**

**SALARY : R 242 064.00 – R 867 399 .00 per annum. OSD (MR3 – MR5) The successful candidate will be required to sign a performance agreement.**

**REQUIREMENTS:**

- A four (4) year legal qualification;
- 2- 8 years' post qualification legal experience, Superior Court or litigation experience will be an 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:**

- 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 Check Criminal Record books;
- Authenticate signatures of legal practitioners, notaries and sworn translators;
- Supervision and management of subordinates;
- 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.

**APPLICATIONS:**

Quoting the relevant reference number, direct your application to:

**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**

**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.**

**KWAZULU-NATAL:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, **DURBAN**, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street: **ENQUIRIES: Ms L Marrie (031) 372 3167**

**SUPREME COURT OF APPEAL AND BLOEMFONTEIN HIGH COURT :** Quoting the relevant reference number, direct your application to The OCJ Provincial Head, Office of the Chief Justice, Private Bag x20612, BLOEMFONTEIN, 9300 or hand delivered applications to The Free State High Court, Corner President Brand and Fontein Streets, **ENQUIRIES: Ms M Luthuli (051) 406 8191**

**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.**

**POLOKWANE** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9693, Polokwane, 0700, or hand deliver applications to the Office of the Chief Justice Service Centre, High Court of South Africa, Limpopo Division, 36 Bichard and Bodenstein street Polokwane, 0699. **ENQUIRIES: Ms E Kotze: (015) 230 4051**

**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** 

