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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/s are required to capacitate the Office:**

**POST : REGISTRAR'S CLERK (X3 POSTS)**

**CENTRE : GAUTENG LOCAL DIVISION: JOHANNESBURG, REF NO: 2019/536/OCJ  
LABOUR AND LABOUR APPEALS COURT: JOHANNESBURG, REF NO: 2019/537/OCJ  
GAUTENG DIVISION: PRETORIA, REF NO: 2019/535/OCJ**

**LEVEL : 5**

**SALARY : R173 703 per annum. The successful candidate will be required to sign a performance agreement.**

**REQUIREMENTS:**

- Grade 12.
- Experience in Clerical / administration functions will be an added advantage.

**SKILLS AND COMPETENCIES:**

- Computer literacy (MS Office with focus on excel);
- Good Communication skills (written and verbal);
- Good interpersonal relations;
- Problem solving skills;
- Customer service oriented;
- Be self-motivated;
- Attention to detail;
- Flexibility;
- 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;
- Filing 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 cases 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.

**ENQUIRIES:** Ms T Mbalekwa (011) 335 0404

**APPLICATIONS:** 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 Kruis street, Johannesburg.

**CLOSING DATE:** 12 AUGUST 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.

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). Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

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.

**We welcome applications from persons with disAbilities** 

