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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: CASE FLOW MANAGEMENT (X2 POSTS)

**CENTRE KWA-ZULU NATAL DIVISION, PIETERMARITZBURG
REF NO: 2019/607/OCJ**

**KWA-ZULU NATAL LOCAL DIVISION, DURBAN
REF NO: 2019/608/OCJ**

LEVEL : OSD

SALARY : R257 073 – R912 504 per annum (MR3 – MR5) (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:

- LLB Degree or 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.
- Attend to and execute requests from the Judiciary in connection with cases referred to case management and case management related matters.
- Manage the capturing, tracking and monitoring of cases referred to case management to ensure compliance with the Uniform Rules of Court and Practice Directives.
- Assist the Judge President/designated Case Management Judge with the facilitation of Pre-Trial conferences (drawing of the roll.
- capturing outcomes, distribution of files to Judges, preparation of pre- trial notices and pre- trial certificates.
- Act as liaison between case management Judges and legal practitioners.
- Maintaining of statistics on cases referred for case management/pre-trials.
- Updating and submission of statistics on the case management tool.
- Supervision and management of staff in the case flow office/section.
- Provide practical training and assistance to the Registrars' Clerk.
- Exercise control over the management and safekeeping of case records and the record room for the case flow office/section.
- Deal with the files in terms of the relevant codes and Legislation.

ENQUIRIES: Ms L Marrie Tel No: (031) 372 3164

APPLICATIONS: 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, Durban

CLOSING DATE: **01 November 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.

All candidates selected for SMS posts must undergo a competency assessment 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 

