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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: CASE FLOW MANAGEMENT (X5 POSTS)**

**CENTRE GAUTENG LOCAL DIVISION: JOHANNESBURG  
REF NO: 2019/615/OCJ  
GAUTENG DIVISION: PRETORIA REF NO: 2019/616/OCJ  
FREE STATE DIVISION: BLOEMFONTEIN  
REF NO: 2019/617/OCJ  
WESTERN CAPE DIVISION REF NO: 2019/618/OCJ  
EASTERN CAPE LOCAL DIVISION: PORT ELIZABETH  
REF NO: 2019/619/OCJ**

**LEVEL : 5**

**SALARY :** R173 703 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

Grade 12 or equivalent qualification.

**SKILLS AND COMPETENCIES**

- Skills and Competencies: Computer literacy.
- Excellent communication (verbal and written).
- Interpersonal relations.
- Accuracy and attention to detail.

**KEY PERFORMANCE AREAS**

- Perform administrative support services in the case flow management office/section.
- Filing of civil processes relating to case flow management/pre-trial matters.
- Render counter services in the case flow office/section.
- Attend to telephone/electronic official enquiries/correspondence.
- Assist with 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 Case Flow Registrar in supporting the Judiciary in the facilitation of Pre-Trial conferences including attending court proceedings (drawing of the roll, capturing outcomes, distribution of files to Judges, preparation of pre-trial notices and certificates) Manual data collection, capturing, and updating case information on the case management tool.
- Provide any administrative support as required by the Judiciary, Chief Registrar or Case Flow Registrar/supervisor in relation to case management.
- Assist in the filing and safekeeping of the case records and the record room for the case flow office/section.

**ENQUIRIES:**           **Gauteng:** Mr V Mabetlela Tel No: (010) 494 8515/ T Mbalekwa  
Tel No: (011) 335 0404  
**Free State: Bloemfontein:** Ms M Luthuli Tel No: (051) 406 8191  
**Western Cape:** MS M Baker/Ms L Adams Tel No: (021) 469 4000  
**Port Elizabeth:** Mr S Mponzo Tel No: (043) 726 5217

**APPLICATIONS:**   **Eastern Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London or hand deliver applications to: 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.  
**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 Kruis Street, Johannesburg.  
**Free State: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein, 9301.  
**Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X9020, Cape Town, 8000 or hand deliver applications to the Office of the Chief Justice, Provincial Service centre, 30 Queen Victoria Street, Cape Town.

**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** 

