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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

REFERENCE	2020/151/OCJ
POST	REGISTRAR'S CLERK
CENTRE	SUPREME COURT OF APPEAL
LEVEL	5
SALARY	R 173 703.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade twelve (12) or equivalent qualification plus zero (0) – two (2) years' relevant experience.
- An understanding of appeal and petition procedures will be an added advantage.

SKILLS AND COMPETENCIES:

- Computer literacy.
- Good communication skills (written and verbal).
- Good interpersonal and public relation skills.
- Good administration and organisational skills.
- Customer service skills.
- Ability to work under pressure.
- Additional Competencies, which may be of advantage: Paralegal Qualification, Knowledge of court process and procedures.

KEY PERFORMANCE AREAS:

- Rendering of effective and efficient case flow management support services to the Court.
- Attend to all stakeholder enquiries and correspondences.



- Ensure proper filing and safekeeping of all court records.
- Proper administration of all appeal and petition processes.
- Ensuring proper receipt, processing, administration and filing of all appeals and applications for leave to appeal.
- Perform general administrative duties.

ENQUIRIES: Ms M Luthuli Tel No: (051) 406 8191

APPLICATIONS 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.

CLOSING DATE: 11 DECEMBER 2020

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 

