

- Interpersonal skills.
- Conflict management.
- Work ethic and motivation.
- Self-management.
- Professionalism appearance and conduct.

KEY PERFORMANCE AREAS

- Mentor and advice on the tracking and management of the progression of all cases filed in Court.
- Management of time and events necessary to move cases from initiation through to disposition.
- Reporting to the Judge President, make input on amendments of Court rules.
- Practice Directives to improve efficiency at the High Court.
- Implement directives issued by the Judge President.
- Manage implementation of the Departmental Strategic Objectives relating to the processing of Cases within the Case Flow Management Framework at the High Court.
- Reporting, compile training manuals and provide training to Registrars.
- Support staff, Stakeholder Management, Human Resources Management, Court and Case-Flow Management/Quasi-Judicial Functions.
- Manage Service Level Agreement Framework.
- Managing Strategic Court Efficiency Projects and Best Practices, Information and Case/Court Documentation Management System.
- Safeguard case records in accordance with prescripts.
- Achieve excellence in delivering the planned Customer Service outcomes (i.e. Service levels and Standards) for the Department and monitoring the unit's Service Delivery in order to achieve the service delivery targets.
- Ensure the highest level of Customer Care and Customer satisfaction and Manage PMDS of staff.

ENQUIRIES: **Mr S Mponzo Tel No: (043) 726 5217**

APPLICATIONS: 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.

CLOSING DATE: **28 February 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 

