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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 : 2020/86/OCJ**

**POST : CHIEF REGISTRAR**

**CENTRE : GAUTENG DIVISION: PRETORIA**

**LEVEL : OSD**

**SALARY : (MR-6) R 473 820.00 per annum.** (Salary will be in accordance with the 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:**

- An LLB Degree or equivalent qualification.
- At least 8 years' appropriate post qualification legal experience.
- A valid driver's licence.
- Leadership and Managerial experience.
- Computer literacy.

**SKILLS AND COMPETENCIES:**

- Communication (Verbal and Non-verbal).
- Numerical Skills.
- Technical Expertise.
- Attention to detail.
- Planning, organizing and control.
- Problem solving and decision making skills.
- Customer service.
- 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.
- Manage PMDS of staff.

**ENQUIRIES:** Ms T Mbalekwa Tel No: (011) 355 0404

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg

**CLOSING DATE:** **18 SEPTEMBER 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** 

