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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	2021/152/OCJ
POST	REGISTRAR
CENTRE	CONSTITUTIONAL COURT: BRAAMFONTEIN
LEVEL	OSD
SALARY	R 257 073.00 (MR3 –MR5) Salary to be determined in accordance with experience as per OSD salary 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:

- Matric plus an LLB Degree or a four (4) year Legal qualification.
- At least five (5)-years legal experience obtained after qualification.

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.
- Results driven.
- Honesty/Trustworthy.
- Observance of confidentiality

KEY PERFORMANCE AREAS:

- Comply with court rules and all relevant prescripts.
- Handling taxation as Taxing Master and quasi-judicial functions.
- Attend/ oversee to general public queries/ correspondences.
- Attend to judicial support functions. Issue/ sign court orders/ letters to attorneys/ litigants on behalf of the Court.
- Keep/ check and analyse Court's monthly, quarterly and annual statistics and submission thereof.
- Facilitate/ monitoring/ evaluation of sub-ordinates.
- Safekeeping of records.
- Attend to office management, planning and organization.
- Manage the staff component and performance assessments.
- Attend and provision of required relevant documentation for audit purpose.
- Monitor functionality of court recording system.
- Notify relevant Managers regarding needs for translation/ transcripts of cases.

ENQUIRIES: Mr. M Ngonyama Tel No: 011 359 7590

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685

CLOSING DATE: 09 JULY 2021

NOTE: Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities.



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 the new form Z83, obtainable from any Public Service Department. (www.dpsa.gov.za-vacancies/ www.judiciary.org.za). 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 

