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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:**

<b>REFERENCE</b>	<b>2021/153/OCJ</b>
<b>POST</b>	<b>REGISTRAR'S CLERK</b>
<b>CENTRE</b>	<b>HIGH COURT, WESTERN CAPE DIVISION – THEMBALETHU (GEORGE)</b>
<b>LEVEL</b>	<b>5</b>
<b>SALARY</b>	R 173 703.00 per annum. The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

- Grade twelve (12) or equivalent qualification.
- Appropriate experience in general administration or court related functions will serve as an added advantage.
- A valid driver's license.
- Understanding of confidentiality in Government.

#### **SKILLS AND COMPETENCIES:**

- Good administration and organising skills.
- Excellent communication skills (written and verbal).
- Computer literacy (MS Office).
- Good interpersonal and public relation skills.
- Ability to work under pressure and solve problems.
- Numerical skills.
- Attention to detail.
- Planning, organizing and controlling skills.
- Customer service skills orientated.



## KEY PERFORMANCE AREAS:

- Render efficient and effective support services to the Court. Issuing of Court process at General Office.
- Render case management duties.
- Render counter service duties /functions.
- Prepare, analyse and submit Court statistics.
- Maintain and keep all registers for Civil and Criminal matters.
- Filing and archiving of both Civil and Criminal process.
- Attending to case management and set down notices.
- Act as a liaison between Judges and Legal Practitioners.
- Requisitioning of accused persons from prison.
- Attend to correspondence and enquiries from the public and stakeholders.
- Prepare and send cases to transcribers for appeal and review purposes.
- Attend to complaints from prisoners and members of the public.
- Perform administrative duties in respect of mental health, petition, review and appeal matters.
- Act as a liaison between Registrar and Legal Practitioners.
- Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

**ENQUIRIES:** Ms. M Baker/ Ms. L Adams Tel No: (021) 469 4000

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018 or hand deliver applications to 30 Queen Victoria Street, Cape Town.

**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/](http://www.dpsa.gov.za-vacancies/) [www.judiciary.org.za](http://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** 

