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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	2021/216/OCJ
POST	REGISTRAR
CENTRE	NOTHERN CAPE HIGH COURT: KIMBERLEY
LEVEL	OSD
SALARY	R 260 928.00 - R926 193.00 per annum (MR3 –MR5) (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:

- Grade 12 and an LLB Degree or a four (4) year Legal qualification.
- A minimum of two (2) years' legal experience obtained after qualification.
- Superior court or litigation experience will be an added advantage.

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:

- Manage and execute quasi-judicial functions.
- Co-ordination of Case Flow Management support process to the Judiciary and Prosecution.
- Manage the issuing of all processes.
- Initiating Court Proceedings.
- Co-ordinate, interpreting services, appeals and reviews.
- Process unopposed divorces and the facilitation of Pre-Trial conferences.
- Quality checks on Criminal Record Book.
- Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators.
- Supervision and management of staff.
- Provide practical training and assistance to the Registrars' Clerks.
- Ensure annotation of relevant publications, codes, acts and rules.
- Attend to and execute requests from the Judiciary in connection with cases and case related matters.
- Exercise control over the management and safekeeping of case records and the record room.
- Deal with the files in terms of the relevant codes and Legislation.

ENQUIRIES **Ms S Ruthven Tel No: (053) 807 2733**

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatjie Drive, Room B107, Kimberley

CLOSING DATE: **10 DECEMBER 2021**

NOTE: 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), the relevant Human Resources policies and, the Employment Equity Plan of the Department will be taken into consideration. Preference will be given to Women and Persons with Disabilities.

All applications must be in a **NEW Z83** form, which can be downloaded on internet at www.judiciary.org.za or obtainable from any Public Service Department. Each application form must be fully completed, duly signed and initialed by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the **old Z83** will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process.



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 

