

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department. Women and People with Disabilities are encouraged to apply.

CLOSING DATE : 04 May 2018
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted. Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis.

OTHER POSTS

POST 16/22 : **CHIEF REGISTRAR: REF NO: 2018/121/OCJ**

SALARY : (MR6) R420 909 – R1 023 054 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : High Court Pietermaritzburg
 : Grade 12 and an LLB Degree or equivalent qualification; At least 8 years' appropriate post qualification legal experience; Leadership and Managerial experience; A valid driver's license; Computer literacy. Skills and competencies: Written Communication; Verbal and Non-verbal communication; Numerical Skills; Technical Expertise; Information technology; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills; Customer service; Interpersonal skills; Conflict Management; Work ethic and motivation; Professional appearance and conduct; Self- management.

DUTIES : Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition and reporting to the Judge President; Make input on amendments of Court rules and 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 and reporting; Compile training manuals and provide training to Registrars and support staff. Stakeholder Management; Human Resources Management; Court and Case-flow Management/ Quasi-Judicial Functions; Manage Service Level Agreement Framework and 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 and to ensure the highest level of customer care and customer satisfaction. Manage PMDS of staff.

ENQUIRIES APPLICATIONS : Ms L Marrie (031) 372 3167
 : Kwazulu-Natal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street:

<u>POST 16/23</u>	:	<u>CONTRACT ADMINISTRATION CLERK (LEGAL) (CONTRACT VALID UNTIL 31 MARCH 2019) (27 POSTS)</u>
<u>SALARY</u>	:	R152 862 per annum plus 37% in lieu of benefits per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Courts: RC: Johannesburg Ref No: 2018/122/OCJ (1 Post) RC: Port Elizabeth Ref No: 2018/123/OCJ (1 Post) RC: Cape Town Ref No: 2018/124/OCJ (1 Post) RC: Kimberley Ref No: 2018/125/OCJ (1 Post) RC: Durban Ref No: 2018/126/OCJ (1 Post) RC: Mmabatho Ref No: 2018/127/OCJ (1 Post) RC: Nelspruit Ref No: 2018/128/OCJ (1 Post) RC: Polokwane Ref No: 2018/129/OCJ (1 Post) RC: Bloemfontein Ref No: 2018/130/OCJ (1 Post) District Courts: DC: Johannesburg Ref No: 2018/131/OCJ (1 Post) DC: Ranburg Ref No: 2018/132/OCJ (1 Post) DC: Pretoria Ref No: 2018/133/OCJ (2 Posts) DC: Bloemfontein Ref No: 2018/134/OCJ (1 Post) DC: Welkom Ref No: 2018/135/OCJ (2 Posts) DC: Mmabatho Ref No: 2018/136/OCJ (1 Post) DC: Port Elizabeth Ref No: 2018/137/OCJ (1 Post) DC: Umthatha Ref No: 2018/138/OCJ (1 Post) DC: Polokwane Ref No: 2018/139/OCJ (1 Post) DC: Kimberley Ref No: 2018/140/OCJ (1 Post) DC: Durban Ref No: 2018/141/OCJ (1 Post) DC: Verulam Ref No: 2018/142/OCJ (1 Post) DC: Pietermaritzburg Ref No: 2018/143/OCJ (1 Post) DC: Nelspruit Ref No: 2018/144/OCJ (1 Post) DC: Cape Town Ref No: 2018/145/OCJ (1 Post) DC: Wynberg Ref No: 2018/146/OCJ (1 Post)
<u>REQUIREMENTS</u>	:	Grade 12. An LLB Degree or equivalent qualification and 0 to 2 years will serve as an added advantage. Skills and Competencies: Research skills; Communication skills (verbal and written); Minute taking skills; Time management skills; Good reporting skill; Creative and analytical thinking skills; Computer literacy.
<u>DUTIES</u>	:	Conduct legal research for the Regional Court President / Chief Magistrate. Provide secretarial and administrative functions to the Regional Court President / Chief Magistrate. Compilation of statistics Case Flow management. Assisting Regional Court Registrars.
<u>ENQUIRIES</u>	:	Ms L Mothemane (010) 493 2500.
<u>APPLICATIONS</u>	:	National Office: Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 Marshalltown, 2107 or hand deliver to No 188, 14th Road Noordwyk, Midrand