

- Professionalism.
- Ability to work under pressure and meeting of deadlines.
- Results driven.
- Honesty/Trustworthy.
- Observance of confidentiality

KEY PERFORMANCE AREAS:

- 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. N Biko Tel No: (043) 726 8580

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x 13012, Cambridge, 5206, East London or hand deliver applications to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent, 5242, East London.

CLOSING DATE: 05 NOVEMBER 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.

All applications must be in a **NEW Z83** form, which can be downloaded on internet at [www.judiciary.org.za/
www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.judiciary.org.za/www.dpsa.gov.za/dpsa2g/vacancies.asp) 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.

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 

