

ENQUIRIES : Technical enquiries: Mr O Sebapatsa Tel No: (018) 397 7064/ 7000
APPLICATIONS
NOTE : HR related enquiries: Ms KE Zwane Tel No: (018) 397 7114/ 7064
 : Applications can be sent via email at 2025/396/OCJ@judiciary.org.za
 : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 04/124 : **REGISTRAR REF NO: 2025/397/OCJ**

SALARY : R324 579 - R1 111 323 per annum (MR3-MR5), (Salary to be determined in accordance with experience as per OSD salary determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : North West Division of The High Court: Mmabatho
 : Applicants should be in possession of an LLB Degree or a four (4) years Legal qualification. A minimum of three (3) years legal experience obtained after qualification. Superior Court or litigation experience and a valid driver's license and will be an added advantage. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and competencies: Excellent communication skills (verbal & written); Computer literacy, numerical skills, attention to detail, Planning, Organizing, and Control, Problem solving and decision-making skills, customer service oriented, Interpersonal skills; conflict management; Strong work ethics; Professionalism; Ability to work under pressure and deadlines; Results driven; Honesty/ Trustworthy; Observance of confidentiality.

DUTIES : Process default judgments to enhance efficiency of the court in handling of quasi-judicial functions: Determine whether pleadings/ processes comply with the court rules, consider applications for default judgment (Rule 31[5]) – by applying Court rules and regulations, case law, discretion and knowledge, capture accurate outcome of discretion applied on the file cover, ensure circulation of the outcome to the relevant litigating party, capture and update accurate, default applications register and data tool registered in the Office daily, verify data and submit reporting tool on percentage of default judgments granted by Registrars to the Statistician. execute taxations to enhance efficiency of the court in handling of quasi-judicial functions: Determine whether pleadings/ processes comply with the court rules, tax bills of cost - by hearing arguments from the parties and apply discretion and knowledge to the reasonable litigation costs. Process and finalize Opposed and Unopposed Taxations in accordance with SOP, deal with and finalize taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, finalize taxation reviews (Rule 48) through the drafting of stated cases, replies, and submission to the Judiciary, capture and update accurate Bills of costs registered and data tools in the Office, submit reporting Tool on Taxations to the Statistician, verify data and submit reporting taxations dealt with by Registrars to the Statistician. Manage criminal/civil process to enhance efficiency of the court: Analyse statistical data to assess trends and devise strategies to address identified risk factors, resolve Presidential Hotline queries and chapter 9 institution enquiries, co-ordinate and report on the provision of support staff in Court Rooms and Registrars supporting offices, manage the collation of performance information/ data/ Statistics for purpose of reporting as per Reporting Tools, Maintain and update manual registers for Audit of reported Performance information. Supervise and develop staff: Ensure general supervision of employees, allocate duties and perform quality control on the work delivered by officials, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquiries and provide advice and guidance on asset allocation and control.

ENQUIRIES : Technical Related Enquiries: Ms. L Makula Tel No: (018) 397 7064/7000
APPLICATIONS
NOTE : HR Related Enquiries: Mr OPS Sebapatsa Tel No: (018) 397 7064/7000
 : Applications can be via email to: 2025/397/OCJ@judiciary.org.za
 : OCJ will give preference to candidates in line with the departmental Employment Equity goals.