



REPUBLIC OF SOUTH AFRICA

OFFICE OF THE CHIEF JUSTICE

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 3 September 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 are required to capacitate the Office:

REFERENCE : 2015/02/FS

POST : DEPUTY DIRECTOR: HUMAN RESOURCES

CENTRE : OFFICE OF THE CHIEF JUSTICE SERVICE CENTRE: BLOEMFONTEIN

SALARY : R 532 278 –R 627 000 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Bachelor's Degree or National Diploma in Human Resources Management or relevant qualification;
- Five to six years' experience in generalist HR environment of which three (3) years should be on management level;
- Sound knowledge of public service policies, Prescripts, Procedures and all other relevant legislation;
- A valid driver's license.

KEY RESPONSIBILITY AREAS:

- Render Generalist HR consulting services to the Director Court Operations and staff members
- Facilitate Recruitment and Selection, HR Administration, Performance Management, Learning and Development, Employment Relations, and any other skills of HR service interest;
- Contribute to the development and accomplishment of departmental business plan and objectives
- Act as an employee advocate and change champion;
- Continually assess the effectiveness of HR in the office.

SKILLS AND COMPETENCIES:

- Computer literacy (MS Office- with focus on Excel);
- Good communications skills (written and verbal);
- Good people skills/ Interpersonal relations;
- Ability to work long hours and under pressure
- Be self-motivated and attention to detail.

ENQUIRIES: Ms SCP Ehlers ☎ (051) 407 1802/3

APPLICATIONS: Quoting the relevant reference number, direct your application to:

The Provincial Head: Office of the Chief Justice Service Centre, Private Bag X20578, BLOEMFONTEIN, 9300. OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, 53 Colonial Building Charlotte Maxeke Street, BLOEMFONTEIN, 9301.


CLOSING DATE: 27 February 2015

NOTE: 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 Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications, 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. Successful candidates may be required to undergo security clearance.

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.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

We welcome applications from persons with disAbilities 

CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT