



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: 2015/39/OCJ

POST: DIRECTOR: STRATEGIC PLANNING AND REPORTING

CENTRE: OFFICE OF THE CHIEF JUSTICE

SALARY: R819 126.00 – 964 902.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A relevant National Diploma/Degree in or equivalent qualification at NQF6.
- Five (5) years relevant experience
- 3-5 years management experience
- Valid driver's license.

SKILLS AND COMPETENCIES:

- Public Service Policies, Acts, Regulations and related Prescripts
- Financial Management skills
- Interpretation skills
- Analytical Skills
- Communication skills (verbal & written)
- Project management
- Presentation skills
- Strategic planning skills
- Problem solving
- People's management
- Information Technology policies and standards
- Business process modeling
- Contract Management

- Computer systems analysis
- System administration
- Ability to operate computer on hardware and software
- Research

DUTIES:

- Facilitation and Co-ordination of the Department's strategic planning process
- Put together a planning process to align with the government planning cycle
- Identify key participants who are necessary to develop a well thought-out strategic plan
- Develop Operational plans in line with the APP and strategic plan
- Develop templates for reporting in line with National Treasury Requirements
- Communicate and sensitize senior managers regarding the importance and participation in the strategic planning process
- Oversee the implementation of the strategic planning processes and workshops
- Ensure reporting to all relevant stakeholders (internal & external) i.e Parliament, National Treasury, DPME , Auditor General etc
- Develop and implement a strategic planning policy
- Oversee compliance by different areas of department to the strategic planning policy
- Facilitate the tabling thereof in Parliament
- Develop the Department's Quarterly & Annual Reports

ENQUIRIES: Ms C Gideon ☎ (011) 838 2010

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

The Director: Integrated Human Resource Management, Office of the Chief Justice, Private Bagx10, Marshalltown 2000, Applications can also be hand delivered to the Office of Human Resource Management, 13th floor, Edura House 41 Fox Street, Johannesburg


CLOSING DATE: **20 MARCH 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