



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: 2015/29/OCJ

POST: CONTRACT EVENTS COORDINATOR (3 YEAR CONTRACT)

CENTRE: SOUTH AFRICAN JUDICIAL EDUCATION INSTITUTE
(OFFICE OF THE CHIEF JUSTICE)

PACKAGE: R 270 804 –R 327 126 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A National Diploma in Events Management from an accredited institution or equivalent qualification.
- A minimum of 3 years' experience in providing logistical support to facilitators and trainers.
- An understanding of the South African criminal justice sector, especially judiciary.
- A minimum of 3 years' experience in establishing and managing a filing system.
- Advanced computer literacy.
- A valid driver's license.

SKILLS AND COMPETENCIES:

- Good report writing skills.
- Ability to work under pressure
- Good networking and communication skills.
- Excellent logistical support
- Basic financial management
- Problem analysis and solving
- Knowledge management.

KEY RESPONSIBILITY AREAS:

- Arrange venues for training, seminars and educational programs.
- Initiate travel arrangements of the delegates and facilitators as per approved program and inform them timeously.
- Conduct site visits of identified venues to ensure that they meet the required standard for judicial officers, where necessary.
- Facilitate the reproduction of the training and education materials.

- Conduct ushering services at SAJEI events, where required.
- Collate the evaluation information after every event and submit to Management.
- Arrange catering services during SAJEI events.
- Establish central filing and archives for training and education programs
- Perform other duties as directed.

ENQUIRIES: Ms C Gideon ☎ (011) 838 2010

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

The Head: 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, 14th floor, Edura House 41 Fox Street, Johannesburg


CLOSING DATE: 13 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