



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

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 23 August 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 : 2016/91/OCJ

POST : ASSISTANT DIRECTOR: ADMINISTRATION

CENTRE : JUDICIAL SUPPORT (PRETORIA)

LEVEL : 9

SALARY : R 289 761.00 –R 350 025.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Three years National Diploma or Degree in Public Administration, Business Administration or related qualification at NQF Level 6.
- A minimum of 3-5 Years' experience in Administration environment.
- Knowledge of Human Resources matters, Procurement directives and procedures, Finance and provisioning administration.
- A valid driver's licence.

KEY RESPONSIBILITY AREAS:

- Manage Finance and procurement of goods and services;
- Implement Human Resource services within the Office (Oversee all vacancies in the section allocated within the office, manage and administer the leave system after the head of office has approved, provide training to the officials, provide performance improvements and career management service by administering all personal assessments of subordinates, manage the handling of grievance, disputes and disciplinary matters, Monitoring and Evaluation of Appointments and Service Benefits quality assurance processes, Develop and review Recruitment/ Service Benefits and Exit policies)

- Administer remuneration and condition of services with regard to Judges.
- To prepare memorandum to the Minister and President on various matters concerning judges.
- Implementation of the Judges Remuneration Act and Regulations.
- Oversee the work related to the remuneration of acting and permanent judges.
- Oversee the work related to the calculation and payment of pension, gratuities and resignation benefits to judges.
- Compile and co-ordinate monthly/quarterly/yearly reports concerning the Judges.

SKILLS AND COMPETENCIES:

- Sound Interpersonal relations;
- Planning and Organizing skills
- People management;
- Problem solving skills;
- Maintaining discipline;
- Conflict resolution;
- Computer literacy;
- Good Communication Skills;
- Conflict management and Supervisory skills.

ENQUIRIES: Ms C Gideon ☎ (011) 838 2010

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13th floor, E dura House, 41 Fox Street, Johannesburg.

CLOSING DATE: **18 MARCH 2016**

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. 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 competency assessment test 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.

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

We welcome applications from persons with disAbilities

