



**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 : 2015/175/OCJ

POST : CHIEF DIRECTOR: EXECUTIVE SUPPORT

CENTRE : NATIONAL OFFICE (OFFICE OF THE SECRETARY-GENERAL)

SALARY : R 1 042 500.00 - R 1 246 449.00 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate post degree qualification in Business/ Public Administration/ Business Management or equivalent qualification.
- 6 -10 years' relevant experience of which 5 years must be at a senior managerial level, in a strategic management environment.
- Advanced Computer Literacy.
- Excellent managerial and organizational skills.
- Self-driven professional with proven leadership abilities.
- Ability to liaise with stakeholders at a high level.
- Ability to perform under pressure and work extended hours.
- Excellent research and analytical skills.
- Valid drivers licence.

KEY RESPONSIBILITY AREAS:

- Strategic management and oversight of the Units and resources attached to the Secretary-General's office (Administration, Secretariat Services, Monitoring and Evaluation, Strategic Planning and Reporting, Risk Management); as well as the Department.
- Management of Governance Structures.
- Monitoring & Evaluation of Programmes within the Department.

- Representation of the Secretary-General in relevant State Fora.
- Management of continental and international stakeholder relations with relevant Units of the Department.
- Oversee institutional policy development and monitor implementation thereof.
- Ensure efficient management and utilization of resources (finance, human and other) allocated to the Secretary General office.
- Coordinate all OCJ project and provide reports to the Secretary General.

CORE MANAGEMENT COMPETENCIES:

- Strategic Capability and Leadership.
- Financial Management.
- Service Delivery Innovation.
- Programme and Project management.
- People management and empowerment.
- Problem solving and Analysis.
- Client orientation.

ENQUIRIES: Ms Charmaine 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: **20 NOVEMBER 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. 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 