



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 : 2015/178/OCJ

POST : CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

CENTRE : NATIONAL OFFICE (JOHANNESBURG)

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:

- A post graduate qualification in Public Administration, Human Resource Management & Development or an equivalent qualification.
- Extensive and demonstrable skills, knowledge and at least 6-10 years relevant experience within the Human Resources Management and Development environment.
- The ability to develop and implement systems and controls to ensure sound Human Resource Management and Development, and reporting.
- A client focused approach and excellent inter personal skills.
- Excellent Managerial and organizational skills and the ability to perform under pressure
- Innovative and self-driven professional with proven leadership skills and excellent interpersonal skills.
- Advanced Computer Literacy.
- A valid drivers licence.

KEY RESPONSIBILITY AREAS:

- To provide strategic leadership of the entire human resource management services in the OCJ.
- To manage the delivery of strategic, flexible and dynamic human resource services to the OCJ.
- To manage the development of human resource policies and strategies and to ensure the alignment of organizational structures to the strategic plan of the OCJ.

- Manage the rendering of efficient and effective human resource management and development services which includes organisational design, employee health and wellness, Performance Management and Development System & Human Resources Development/training to ensure efficient service delivery, Recruitment and Selection, Human Resources Transactions Management, Labour Relations and Policy Development, Manage Human Resource Planning and Provisioning for the OCJ effectively.
- To manage the promotion of the optimal recruitment, development, utilization and retention of human resources.
- To manage the budget and other resources of the Directorate

CORE MANAGEMENT COMPETENCIES:

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

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 