



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 : 2015/188/OCJ

POST : DEPUTY DIRECTOR: JUDICIAL EDUCATION

CENTRE : NATIONAL OFFICE (JOHANNESBURG)

SALARY : R 569 538.00 – R 670 890.00 per annum (all inclusive package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Bachelor's Degree in Law or equivalent qualification.
- 3 -5 years' proven experience in conducting legal research.
- Experience in training material development and review.
- Understanding of the Judicial systems will be an added advantage.
- A valid driver's licence.

KEY PERFORMANCE AREAS:

- Support SAJEI Judicial Educators in execute their responsibilities.
- Provide administrative and logistical support to Judicial Educators.
- Facilitate the development and implementation of SAJEI training programs.
- Facilitate the identification of training needs for judiciary.
- Perform administrative and logistical services to Judicial Educators
- Coordinate Curriculum and material development as well as review.
- Facilitate review of SAJEI Training materials.
- Ensure alignment of training materials to legislative developments.
- Compile performance reports for Judicial Educators.
- Conduct research on Judicial education and related areas.
- Respond timeously to internal and external stakeholders.
- Ensure timeous submission of reports to SAJEI Management and relevant Governance structure.

- Ensure compliance with OCJ policies and relevant prescripts

SKILLS AND COMPETENCIES:

- Research capability
- Advance report writing skills
- Project management skills
- Problem solving and analysis
- Ability to work long hours and weekends
- Effective stakeholder management skills

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, Edura 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 