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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** : 2015/189/OCJ

**POST** : DEPUTY DIRECTOR: SENIOR EVENTS COORDINATOR

**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:**

- Degree in Management or Communication or equivalent qualification.
- 3-5 years' experience in Event Management.
- 2-3 year's Supervisory Experience.
- A valid driver's licence

**KEY PERFORMANCE AREAS:**

- Implement and monitor SAJEI annual training plans.
- Perform and manage all pre-event activities including vendor RFI (process and analysis), budget and headcount forecasting, selection recommendation and negotiation of contracts.
- Respond timeously to internal and external stakeholders.
- Ensure efficient and effective supervision of Event Coordinators.
- Evaluate programs and provide pre- and post-event analysis to ensure continuous improvement of all programs.
- Reconcile invoices, attendance registers, approved quotations and allocated budget for programs.
- Ensure compliance with OCJ Supply Chain Management prescripts.
- Determines the right tools and software to facilitate the delivery of training programs.
- Ensure timeous submission of training support documentation and consolidated reports.
- Ensure compliance with OCJ policies and relevant prescripts.
- Ensure adherence to SAJEI Standard Operating Procedure (SoP).

## **SKILLS AND COMPETENCIES:**

- Planning and organizing.
- People Management and Empowerment.
- Problem solving skills.
- Excellent Interpersonal skills.
- Ability to work long hours and weekends.
- Advanced report writing skills.
- 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, 13<sup>th</sup> 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** 