



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 : 2015/185/OCJ

POST : DEPUTY DIRECTOR: EMPLOYEE RELATIONS AND WELLNESS

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 three year tertiary qualification (Bachelor or B.Tech. Degree/ National Diploma) in Human Resources Management; Public Administration; Labour Relations or equivalent qualification.
- 3-5 years relevant experience in Junior and Middle Management level, of which 3 years must be related to employee relations.
- Computer Literacy.
- Managerial and organizational skills.
- Innovative and self driven professional with proven leadership skills
- Interpersonal skills.
- Ability to perform under pressure
- Valid drivers license

KEY RESPONSIBILITY AREAS:

- Develop and maintain Employee Relations policies and framework in the OCJ
- Manage, develop and coordinate Employee Wellness programmes, policies and strategies
- Manage and coordinate Employee Relations services (Grievances and misconduct)
- Manage and participate in collective bargaining and policy coordination.
- Develop and promote Employee quality of life policies and strategies.
- Oversee relevant policy development and monitor implementation

CORE MANAGEMENT COMPETENCIES:

- Leadership Skills
- Financial Management
- Planning and organizing
- Decision Making capability
- 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

