



**OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA**

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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** : 2015/186/OCJ

**POST** : DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT

**CENTRE** : NATIONAL OFFICE (JOHANNESBURG)

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

**REQUIREMENTS:**

- A three year tertiary qualification in HRM; HRD; Public Administration; Labour Relations or equivalent qualification.
- 3-5 years relevant experience in HRD/ Training and Development as a Junior and Middle Manager.
- Knowledge of Skills Development Act and Skills Development Levies Act; Employment Equity Act and SAQA.
- Understanding of SETA functions and requirements.
- Knowledge and understanding of the National Skills Development and Human Resources Development Strategies
- Knowledge of trends in the Organisational Development, Career Development; Performance Management.

**KEY RESPONSIBILITY AREAS:**

- Development, maintenance, implementation and administration of learnership programmes, internship programmes; bursary programmes and graduates programme.
- Provide operational leadership and advice with regards to the development, maintenance, implementation and administration of HRD and performance management.

- Develop and review performance management policies and strategies.
- Manage the implementation of performance management system.
- Align the SMS Performance management system to the departmental strategic plan.
- Monitor departmental performance reward budget.
- Monitor and evaluate Performance Management policy implementation.

**CORE MANAGEMENT COMPETENCIES:**

- Strong Analytical skills with attention to details
- Presentation, facilitation and counseling skills
- Planning and organizing
- Decision Making capability
- Policy development skills
- Programme and Project management
- People Management and empowerment
- Problem solving and Analysis
- Communication skills both in writing and verbal
- Interpersonal Relations 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** 