



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 : 2015/180/OCJ

POST : DIRECTOR: HR PRACTICES; EMPLOYEE RELATIONS AND WELLNESS

CENTRE : NATIONAL OFFICE (JOHANNESBURG)

SALARY : R 864 177. 00 – R 1 017 972.00 per annum (all-inclusive package). The successful candidate will be required to sign a Performance Agreement.

REQUIREMENTS:

- A tertiary qualification in Human Resource, Public Administration (NQF level 7) as recognised by SAQA or equivalent related Degree.
- A minimum of five years relevant experience at middle/senior management level in the Human Resources environment.
- Excellent Knowledge of Public Service Act (PSA), Public Service Regulations (PSR), Employment Equity Act (EEA), White paper on transformation and Batho Pele, Basic Condition of Employment Act (BCEA), Labour Relations Act (LRA), Public Finance Management Act (PFMA), Human Resource Systems.
- A valid Code B driver's licence.
- Human Resource Management in the public service will be an added advantage.

KEY RESPONSIBILITY AREAS:

- Manage human resource practices and administration.
- Manage organisational design and development services.
- Manage recruitment, selection and appointment and ensure proper employee records.
- Manage employee health and wellness programmes (EHWP).
- Manage employee relations and people management.
- Manage resources (human, finance, equipment, assets) of the Directorate.
- Build sound and sustainable relationships/partnerships with all role players/stakeholders towards achievement of departmental objectives.

CORE MANAGEMENT COMPETENCIES:

- Strategic capability and leadership

- People management and empowerment
- Problem solving and analysis,
- Good negotiation and conflict management skills.
- Customer focus and sound interpersonal relations.

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 