



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	: 2016/04/OCJ
POST	: DEPUTY DIRECTOR: PERFORMANCE REPORTING
CENTRE	: NATIONAL OFFICE
LEVEL	: MIDDLE MANAGEMENT SERVICE (MMS) LEVEL 11
SALARY	: R 569 538.00- R 670 890.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A relevant B degree plus three to five years' experience in planning, Monitoring, Evaluation and reporting
- Middle Management experience
- In-depth knowledge of planning, Monitoring, Evaluation and reporting processes
- In-depth knowledge and understating of the Public Finance Management Act, Government Wide –Monitoring and Evaluation Framework (DPME Guidelines), National Treasury Regulations, and Framework for Strategic Plan and Annual Performance Plan.
- Valid Driver's Licence.

SKILLS AND COMPETENCIES

- Decision-making and analytical thinking skills
- Research knowledge
- Problem solving skills
- Advanced report writing skills
- Advanced computer literacy.
- Innovative and proactive
- Advanced facilitation skills

KEY PERFORMANCE AREAS:

- Manage and facilitate Departmental Monitoring and reporting
- Coordinate the development of the Department's Quarterly reports
- Facilitate and coordinate the preparation of the Departmental Annual Report
- Prepare Quarterly and Annual Performance Reports for submission to the EXCO, ARC, National Treasury, DPME, Auditor General and Parliament
- Monitor the financial execution of the budget in relation to actual expenditure, including timely financial performance reports.
- Provide technical support to Branch/Units quarterly review sessions and reporting
- Support the development and facilitation of Departmental Monitoring and Evaluation systems and performance auditing
- Manage the monitoring of Annual Performance Plan and Budgetary outputs and deliverables
- Report on policy, budget and strategy alignment
- Manage the component including subordinates.

ENQUIRIES: The Director: Human Resources (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: **5 FEBRUARY 2016**

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 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 shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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. Successful candidates may be required to undergo security clearance.

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

