



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:

**POST** : SENIOR HR OFFICER (9 POSTS)

**NOTE** : SEPARATE APPLICATIONS TO BE COMPLETED FOR EACH POST (QUOTE THE RELEVANT REFERENCE NUMBER)

**LEVEL** : 7

**CENTRE** : GAUTENG (3 POSTS):

OCJ SERVICE CENTRE: JHB (1) -2016/38/OCJ,

HIGH COURT OF SOUTH AFRICA GAUTENG DIVISION: PRETORIA (1) 2016/39/OCJ,

HIGH COURT OF SOUTH AFRICA LOCAL DIVISION: JOHANNESBURG (1) 2016/40/OCJ.

**EASTERN CAPE** (1)- 2016/41/OCJ

**NORTH WEST** (1) -2016/42/OCJ

**WESTERN CAPE** (1)- 2016/43/OCJ

**FREE STATE** (1) - 2016/44/OCJ

**LIMPOPO** (1) – 2016/45/OCJ

**KWAZULU-NATAL** (1) – 2016/46/OCJ

**SALARY** : R 196 278.00 - R 231 210.00 per annum. The successful candidate will be required to sign a Performance Agreement.

**REQUIREMENTS:**

- Grade 12 or equivalent qualification;
- Three years relevant experience in all functions of Human Resource Management within the public sector;
- Supervisory experience will be an added advantage;
- Extensive knowledge of PERSAL and HR utilization will be an advantage;
- A valid code 08 driver's licence will be an additional advantage.

**KEY RESPONSIBILITY AREAS:**

- Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service e.g: Personnel development, performance management and discipline, and ensure quality of work;
- Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing, Medical, Injury on duty, Terminations, Long service recognition, Overtime, relocation, Pension, allowances etc), and HR Provisioning ( Recruitment & Selection, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc).
- Address human resource administration enquiries to ensure the correct implementation of human resource management practices;
- Inform, guide and advice the Department/ personnel on HR Administration matters to enhance the correct implementation of HR Management practices;
- Approve transaction on Persal according to delegations.
- Prepare reports on Human Resource Administration issues and statistics.

**SKILLS AND COMPETENCIES:**

- Computer literacy;
- Knowledge of the relevant Human Resource Management Legislation/Directives;
- Knowledge of Persal System;
- Good communication skills (written and verbal);
- Planning and organizing skills;
- Problem solving skills;
- Supervisory and leadership skills;
- Sound Interpersonal skills;
- Time management;
- Confidentiality;
- Ability to work under pressure and adhere to deadlines.

**APPLICATIONS: Quoting the relevant reference number, direct your application to the following addresses:**

**GAUTENG: The Provincial Head , OCJ Service Centre, GAUTENG,**

Private Bag X07, JOHANNESBURG, 2000 OR can be hand delivered to: High Court of South Africa, Gauteng Local Division, 12th floor, Cnr Prichard and Kruis Street, JOHANNESBURG. Enquiries: Ms Netshitomboni Lutendo (011) 332 9000.

**EASTERN CAPE: The Provincial Head , OCJ Service Centre, EASTERN CAPE,**

Private Bag X 9065, EAST LONDON, 5200 OR hand delivered to: Office of the Chief Justice Service Centre, No 3 Phillip Frame Road, Cheslehurst, EAST LONDON. Enquiries: Ms N Biko (043) 702 7000

**NORTH WEST: The Provincial Head , OCJ Service Centre, NORTH WEST**

Private Bag X2033, MMABATHO, 2735 OR can be hand delivered to: Office of the Chief Service Centre, 22 Molopo Road, Ayobo Gardens, MAFIKENG. Enquiries: Ms M Monkge (018) 397 7000.

**FREE STATE: The: OCJ Provincial Head, Private Bag X20612,**

BLOEMFONTEIN, 9300 OR can be hand delivered to: Office of the Chief Justice Service Centre, Cnr President Brand and Fontein Street, BLOEMFONTEIN,9300. Enquiries: Ms MA Luthuli (051) 406 8115

**LIMPOPO: The Provincial Head , OCJ Service Centre, Private Bag X9693,**

**POLOKWANE, 0700 OR can be hand delivered to: Office of the Chief Justice, No 36 Biccard Street, POLOKWANE, 0700. Enquiries: Ms N Phadziri 📞 (015) 230 4000/3008**

**KWAZULU-NATAL: The Provincial Head , OCJ Service Centre, Private Bag**

X54372, DURBAN, 4000 OR Can be hand delivered Office of the Chief Justice, Provincial Office, 3rd floor Devonshire House, 2 Devonshire Place, DURBAN 4000. Enquiries: Ms L Marrie (031) 372 3109.

**WESTERN CAPE: The Provincial Head , OCJ Service Centre, Private Bag X 9020,**

CAPE TOWN, 8000 OR can be hand delivered to: 35 Keerom street, CAPE TOWN. Enquiries: Ms M Baker (021) 469 4000.

**CLOSING DATE: 19 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 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**

