



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 : 2016/89/OCJ

POST : DEPUTY DIRECTOR: INSTITUTIONAL PERFORMANCE REPORTING
(This is a re-advertisement, candidates who applied previously are encouraged to re-apply)

CENTRE : NATIONAL OFFICE:

LEVEL : 11

SALARY : R 569 538 –R 670 890 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A relevant B degree or National Diploma plus three to five years' experience in institutional Performance reporting;
- In-depth knowledge of Strategic Planning 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.

KEY RESPONSIBILITY AREAS:

- Manage and facilitate Departmental Performance 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 against the APP 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 development of reporting tools for monitoring of Annual Performance Plan and Budgetary outputs and deliverables;
- Develop policies and reporting procedures for the Department;
- Report on policy, budget and strategy alignment;
- Manage the component including subordinates.

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.

ENQUIRIES: Mr I Malao 📞 (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, Eura House, 41 Fox Street, Johannesburg.

CLOSING DATE: **24 MARCH 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

