



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 3 September 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 is required to capacitate the Office:

**REFERENCE:** 2015/114/KZN/OCJ

**POST:** ASSISTANT DIRECTOR: HUMAN RESOURCES

**CENTRE:** KWAZULU NATAL SERVICE CENTRE: DURBAN

**PACKAGE:** R 288 135 – R 348 063 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**


- A relevant Bachelor's Degree or National Diploma in Human Resources/Business Management
- Three to Five (3-5) years working experience in Human Resources Administration
- Two years' experience at a supervisory level in HR and related fields
- Valid driver's license
- Knowledge and understanding of human resources management environment
- Management of resource
- Knowledge of policies/implementation strategies
- Knowledge of the Persal System
- Knowledge of the relevant HR Management Legislation Directives.

**SKILLS AND COMPETENCIES:**

- Computer literacy (MS Office- with focus on Excel)
- Good communication skills (written and verbal).
- General office- and project management
- Exceptional report writing
- Good people skills/ interpersonal relations
- Ability to work long hours under pressure and be self-motivated and;
- Attention to detail.
- Interpersonal relations
- Problem solving
- Maintaining discipline

## KEY RESPONSIBILITY AREAS:

- Manage and co-ordinate HR administration matter within the Province to contribute to the rendering of a professional human resource management services
- Conditions of Service and service benefit( Leave, Housing, Medical, Injury on Duty, Terminations, Long Service Recognition, overtime, relocation, Pension, allowance etc)
- HR Provisioning (Recruitment and Selection, Appointment, Transfer, verification of qualifications secretariat functions at interviews, absorptions, probationary period etc.)
- Performance Management
- Address human resource administration enquiries to ensure the correct implementation of human resource management practices
- Ensure the successful implementation of departmental/public services policies on matter related to human resource management to adhere to the relevant prescripts/legislation
- Prepare and consolidate reports on personnel administration issues
- Inform, guide and advice department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practice/policies.

**We welcome applications from persons with disAbilities** 

**ENQUIRIES:** Ms Lalitha Marrie ☎ (031) 372 3109

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: **The Acting Provincial Head, Private Bag X 54372, DURBAN, 4000 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, 2 Devonshire Place, Smith Street, DEVONSHIRE, DURBAN, 4001**

**CLOSING DATE:** **24 JULY 2015**

**NOTE:** In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR 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.

People with disability are encouraged to apply.

**HEAD: INTERGRATED HUMAN RESOURCES**