



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 are required to capacitate the Office:

**REFERENCE** : 2015/109/LP/OCJ

**POST** : DIRECTOR: COURT OPERATIONS (PROVINCIAL HEAD)

**CENTRE** : LIMPOPO SERVICE CENTRE: POLOKWANE

**SALARY** : R 819 126 –R 964 902 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- A 3 year bachelor's degree or applicable equivalent qualification in Administration
- At least 6 – 10 years' experience of which at least 6 years must be on management level
- Experience in court management will be an added advantage
- A Valid Driver's license

**KEY RESPONSIBILITY AREAS:**

- Manage court operations, case flow and administrative support services
- Manage efficient language and interpreting services for all courts in the region.
- Manage court facilities in the region
- Manage security service and monitor risk of all courts in the region
- Manage quality assurance and auxiliary services in the region
- Manage and monitor court stakeholder and customers relations
- Manage effective utilization of resources in the Directorate

**ATTRIBUTES:**

- Positive and Innovative
- Confidence and the ability to communicate at higher levels, professional
- Hard working
- Proactive and creative
- Ability to work under pressure

**COMPETENCIES:**

- Strategic capability and leadership
- Project Management
- Planning and organizing
- Financial management
- Change Management
- Knowledge Management

- Service Delivery Innovation
- Problem solving and analysis
- Decision making
- People management and Empowerment
- Client Orientation and customer focus
- Communication
- Honesty and integrity
- Presentation and facilitation
- Research
- Analytic
- Risk management

**ENQUIRIES:** Ms Shamilla Nakool ☎ (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, 2000.

**OR**

**PHYSICAL ADDRESS:**

Office of the Chief Justice Service, Human Resources Management, 14<sup>th</sup> floor, 41 Fox street, Johannesburg.

**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 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** 

**CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT**