



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:

**REFERENCE** : 2016/176/OCJ

**POST** : ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS

**CENTRE** : NATIONAL OFFICE

**LEVEL** : 9

**SALARY** : R 311 784 –R 367 254 per annum. The successful candidate will be required to sign a performance agreement

**REQUIREMENTS:**

- Diploma or Degree in Psychology / Social Studies or a relevant three-year tertiary or equivalent qualification, registered with the relevant body plus a minimum of three (3) years' appropriate hands-on experience within the Employee Health and Wellness (EHW) field.
- Valid Driver's License and willingness to travel.
- EHW Strategic Framework.

**KEY RESPONSIBILITY AREAS:**

- The successful will be responsible for implementing and ensuring compliance on the following policies and standards: HIV&AIDS and TB Management; Health and Productivity Management; Wellness Management; Sports and Recreation Management; Safety, Health, Environment, Risk and Quality Management (SHERQ)
- Conduct needs assessment,
- Conduct Climate and culture surveys;
- Conduct diagnostic assessments, short- term interventions, referral and follow-up services
- Consult and train relevant stakeholders on EHW procedures;

- Market EHW to increase its visibility and treatment, care and support mechanisms;
- Establish and manage the Departmental Peer Educators
- Coordinate the activities of the Employee Health and Wellness Committee and Sports and recreation committee;

**SKILLS AND COMPETENCIES:**

- Knowledge and application of Employee Health and Wellness
- Counselling Skills
- Program design and implementation skills,
- Good presentation skills;
- Assessment/diagnostic skills;
- Well-developed communication skills (verbal and written);
- Programme marketing skills;
- Problem-solving;
- Project management;
- Innovative;
- Flexible & reliable;
- Quality oriented;
- Computer literacy;
- Knowledge and understanding of relevant legislations and their alignment to the Public Service
- Business Writing

**ENQUIRIES:** Ms L Mothemane 010 439 2533

**APPLICATIONS:** 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, 188, 14th Road, Noordwyk, MIDRAND.

**CLOSING DATE:** **29 July 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 shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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**



