



**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 : 2016/182/OCJ

POST : SENIOR ADMINISTRATIVE OFFICER:

CENTRE : NATIONAL OFFICE: MONITORING, EVALUATION & REPORTING

LEVEL : 8

SALARY : R 262 272.00 –R 308 943.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- An appropriate National Diploma in Public Management or Administration or equivalent qualification on NQF level 6;
- Two (2) years' experience in administration;
- Knowledge of Monitoring, Evaluation and Reporting;
- Understanding of GWM&E framework and relevant Treasury Regulations.

KEY RESPONSIBILITY AREAS:

- Provide overall administrative and technical support to the Monitoring and Evaluation Unit;
- Develop tools and templates for reporting;
- Provide M&E support with regards to the Department's performance;
- Assist with data collection, analysis and reporting;
- Assist with data verification to ensure data accuracy and integrity;
- Assist with any research / evaluations as need arises;
- Assist in compiling and editing of reports;
- Provide case tracking system for monitoring performance;
- Manage and control Procurement (Assets, Stationery, claims etc).

SKILLS AND COMPETENCIES:

- Good communications skills (verbal and written);
- Computer literacy (MS Word, Power Point and Excel);
- Ability to attend to detail and ensure the correctness of information;
- Ability to work under pressure;
- Ability to work independently and meet deadlines.

ENQUIRIES: Mr M Masilo
☎ (010) 493 2502

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



