



**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** : 2016/188/OCJ

**POST** : VETTING INVESTIGATOR (1 POST) RE-ADVERT  
APPLICANTS THAT PREVIOUSLY APPLIED ARE WELCOME TO RE-APPLY.

**CENTRE** : NATIONAL OFFICE: RISK MANAGEMENT

**LEVEL** : 7

**SALARY** : R 211 194.00 –R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- A 3 year National Diploma or Degree in Human / Social Sciences, Security Management, Law, Public Administration;
- One year experience in conducting investigations
- Short courses Vetting/Investigation courses provided by the SSA/Defence Intelligence \*DI/ SAPS will be an added advantage;
- Willingness to travel extensively and work extended hours;
- Ability to analyse information in an objective and decisive manner;
- A valid Driver's License;
- Secret security clearance will be an added advantage;
- Experience in conducting vetting investigations

**KEY RESPONSIBILITY AREAS:**

- Conduct vetting investigations in respect of Confidential, Secret and clearance levels;
- Provide inputs for the development and the implementation of policies, guidelines, norms and standards in vetting investigations
- Provide effective communication channels and systems between the Department and State Security Agency (SSA) and other related agencies
- Administer vetting files and reports

- Conduct pre-screening on prospective/current employees and suppliers.
- Perform other tasks as directed by management.

**SKILLS AND COMPETENCIES:**

- Good communications skills (verbal and written);
- Computer literacy
- Problem solving and analysis;
- Report writing skills;
- Planning and organizing skills;
- Ability to manage conflict;
- Listening Skills;
- Customer focus and responsiveness.

**ENQUIRIES:** Ms B Motene (010) 493 2626.

**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**

