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 : **2016/194/OCJ**

POST : **HUMAN RESOURCE OFFICER- (RE-ADVERTISEMENT)**
APPLICANTS WHO PREVIOUSLY APPLIED ARE WELCOME TO RE-APPLY

CENTRE : **OCJ SERVICE CENTRE: WESTERN CAPE, CAPE TOWN**

LEVEL : **5**

SALARY : R 142 461.00 –R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent certificate plus two (2) years' experience in Human Resource Management;
- Knowledge of PERSAL System
- Thorough knowledge of the prescript regulating Human Resources.

KEY RESPONSIBILITY AREAS:

- Implementation of transactions on PERSAL system in respect of appointments, leave, pensions, transfers, housing allowance, acting allowance, performance management, training, service termination, labour relations. etc;
- Address Human Resource Administration enquiries to ensure the correct implementation of HR Management Practices;
- Document and Record Management;
- General administration duties.

SKILLS AND COMPETENCIES:

- Computer literacy (MS Office; PERSAL experience);
- Good communication skills (written and verbal);
- Confidentiality
- Interpersonal Relations;
- Ability to interpret and execute policy directives/procedures;

ENQUIRIES: Mr L Adams (021) 469 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal Address: The Provincial Head: The Office of the Chief Justice Service Centre Private Bag X9020, CAPE TOWN, 8000. Application can also be hand delivered to: 35 Keerom Street, Cape Town, 8000.

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