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:

REF NO : **2016/258/OCJ**

POST : **IT CO-ORDINATOR**

CENTRE : **PROVINCIAL OFFICE: KWAZULU-NATAL**

LEVEL : **9**

SALARY : R 311 784.00 – R 367 254.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A relevant three years post matric qualification in information technology, and/or Grade 12 plus relevant IT certification with training/ project management modules and a minimum of three years appropriate experience. Two years' experience in LAN Support Service;
- At least one year End–User training, project and systems management
- Experience in network administration , helpdesk first line support;
- A valid Code 8 driver`s license.

SKILLS AND COMPETENCIES:

- Knowledge of government prescripts, regulation and laws;
- Knowledge of Development of the user training manuals, guidelines and procedures and drafting of budget;
- Knowledge of Public Sector IT environment and Change Management;
- Above average communication skills;
- Good interpersonal relations;
- Training and Presentation skills;
- Problem solving and analysis;
- Planning and organizing; Customer Service orientation.

KEY RESPONSIBILITY AREAS

- Conduct infrastructure assessment (application support and co-ordinate all related activities within the region);
- Manage project for the rollout of business systems and training;
- Provide end-user assistance with IT solutions and systems in the regions;
- Develop training manual/material on new and existing applications;
- Provide/conduct functional training on Business System Applications;
- Provide application first line support and liaison with the end user on LAN Support;
- Liaise with contracted service providers at the regions;
- Compile provincial reports on the IT system usage and Project Status Reports.

ENQUIRIES: Ms L Marrie ☎ (031) 372 3109

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head

The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000. For the attention of: Mrs L Marrie. Application can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 3rd floor, 2 Devonshire place, off Anton Lembede Street (Durban) 4000.

CLOSING DATE: **2 September 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 candidates selected for SMS posts must undergo competency assessment test after the interview.

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