



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 : 2015/197/OCJ

POST : ASSISTANT DIRECTOR: SECURITY

CENTRE : KWAZULU-NATAL PROVINCIAL SERVICE CENTRE: DURBAN

SALARY : R 289 761.00 - R 350 025.00 per annum. The successful candidate will be required to sign a Performance Agreement.

REQUIREMENTS:

- A Bachelor's Degree / National Diploman in Security Management or relevant and equivalent tertiary qualification on NQF level 6 plus three to five years experience in Security Environment;
- Grade A/B PSIRA (Private Security Industry Regulatory Authority)
- A valid driver's licence;
- Computer literate and advance skills in word, excel and powerpoint.

KEY RESPONSIBILITY AREAS:

- Assist in the management of the total security (personnel, document, physical assets, contingency planning and security planning) of the OCJ and linked institutions.
- Implementation of the OCJ security policy.
- Development of security procedural guidelines.
- Evaluation and optimisation of the implementation of appropriate security measures and procedures.
- The development and implementation of training and awareness programme.
- Interaction with security- related and relevant authorities (ssa Agency, SAPS, Comsec. Etc).
- Management of the outsource security service provider.

SKILLS AND COMPETENCIES:

- Ability to work independently and meet deadline.
- Ability to attend to details and ensure the correctness of information.
- Good writing skills
- Sound knowledge of PAIA, MISS, OHSA, Protection of information Act.
- Access to Public Premises and Vehicle Act.
- Security Management.
- Good communication skills.
- Problem solving skills.

ENQUIRIES: Ms L Marie ☎ 031 372 3109

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head: Office of the Chief Justice, Private Bag X54372,
DURBAN, 4000. For the attention of Ms L Marie. Applications can also be
hand delivered to the Office of the Chief Justice, 2 Devonshire Place, off
Anton Lembede (Smith street), Durban, 4001.

CLOSING DATE: **4 DECEMBER 2015**

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

