



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 : 2015/209/OCJ

POST : CHIEF ADMINISTRATION CLERK

CENTRE : LABOUR AND LABOUR APPEAL COURT: JOHANNESBURG

SALARY : R 196 278 – R 231 210 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- National Diploma in Human Resource Management/ Public Management or equivalent qualification and/or Grade 12 with 10 years relevant experience in Human Resource Management or Administration;
- Knowledge of Persal ,Public Finance Management Act,Transport Policies, Assets Management policy, BAS, JYP, DFI, JDAS and Finance Policies; A valid driver's license;

KEY RESPONSIBILITY AREAS:

- Maintain Human Resource Management of the Court,
- Deploy and utilize resources towards the achievement of the departmental strategy and Annual Performance Plan,
- Manage the staff establishment of the Court,
- Manage all recruitment and appointment matters of the Court,
- Manage Performance Management System of the Court,
- Manage leave of the Court interms of Departmental leave Management Policy,
- Manage Human Resource Management Staff,
- Maintain disciplinary and resolve complaints and Grievance in the Human Resource Office,
- Manage all Assets in the Human Resource Office,
- Submit Reports,
- Handle all other Human Resource Management queries

SKILLS AND COMPETENCIES:

- Computer Literacy (MS Office)
- Good communications skills (written and verbal);
- Good interpersonal skills,
- good public relations skills,
- Ability to work under pressure and solve problems,
- Work independently;
- Document management

ENQUIRIES: Ms Paulina Chauke 📞 (011) 335 0211

APPLICATIONS: Quoting the relevant reference number, direct your application to:
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, Human Resource Management, 13th floor, Edura House, 41 Fox Street, Johannesburg.

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 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

