



**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** : 2015/192/OCJ

**POST** : DIRECTOR: RISK MANAGEMENT

**CENTRE** : NATIONAL OFFICE

**SALARY** : R 864 177.00 - R 1 017 972.00 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a Performance Agreement.

**REQUIREMENTS:**

- A recognized 3 years' Bachelor's degree/advance diploma (NQF level 7) in Risk Management, Auditing, or Finance.
- Five (5) years applicable Middle Management working experience in risk management field.
- Knowledge of the integrity and ethics or the vetting management.
- Extensive knowledge of Public Sector regulatory environment and specifically the PFMA, Treasury Regulations, Risk Management standards & methodologies and the KING III Report;
- High level ability to analyse and synthesize information and formulate policies and strategies.
- A sound working knowledge of CURA software or equivalent risk management system.
- Financial planning, Budget management, Project management and Corporate Governance frameworks i.e. King Reports.
- Excellent verbal, liaison and writing skills. Ability to work with individuals and teams both at strategic and operational levels.
- Willingness to work long hours and the ability to function under pressure.
- The successful candidate will be required to undergo a security clearance;
- A valid driver's licence.

**KEY RESPONSIBILITY AREAS:**

- Align the risk management process to the strategy and business plans of the OCJ as well as to the Public Sector Risk Management Framework.

- Perform risk assessments, coordinate, monitor, evaluate and report on the risk management activities and ensure compliance with the legislation and OCJ Policies.
- Manage and execute the Risk Management functions including integrity and ethics and Vetting activities.
- Maintain the risk registers, follow up, monitor and report on the implementation of risk mitigation action plans.
- Develop and implement risk management policies, strategy and implementation plan.
- Develop and implement fraud prevention and anti-corruption policies, strategy and implementation plan.
- Develop and implement vetting policies, strategy and implementation plan.
- Provide strategic risk management leadership, institutionalize and maintain enterprise-wide risk management systems.
- Assist the Secretary-General in the overall management of the risk management processes in the Department.
- Develop and coordinate risk management, integrity & ethics and vetting management training and awareness programmes.
- Compile and present risk management reports and build relationships with internal and external stakeholders.
- Present risk management, integrity & ethics and vetting management reports to the Audit and Risk Committee.
- Undertake special and adhoc governance, risk & compliance (GRC) related assignments and perform any other duties that may be requested by management from time to time.

#### **SKILLS AND COMPETENCIES:**

- Analytical skills;
- Report writing and presentation skills;
- Interpersonal relations;
- Planning and organizing;
- Computer literacy;
- Communication (written and verbal) skills;
- Risk Management systems.

**ENQUIRIES:** Ms Charmaine Gideon 📞 (011) 838 2010

**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, 13<sup>th</sup> floor, E dura 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 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**

