



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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** : 2015/196/OCJ

**POST** : SENIOR VETTING INVESTIGATOR

**CENTRE** : NATIONAL OFFICE

**SALARY** : R 361 659.00 - R 426 009.00 per annum. The successful candidate will be required to sign a Performance Agreement.

**REQUIREMENTS:**

- 3 years Degree or National Diploma in Social Sciences / Security Studies.
- Minimum 4 years' experience in conducting vetting investigations.
- Vetting Course(s) provided by the SSA.
- Knowledge of SVIS & SVAS systems.
- Willingness to travel extensively and work extended hours.
- Ability to analyse information in an objective and decisive manner.
- High level of confidentiality, ethical conduct and ability to pay attention to detail.
- Must be cleared to level of Top Secret.
- A valid driver's licence.

**KEY RESPONSIBILITY AREAS:**

- Conduct vetting investigations in respect of Secret and Top Secret clearance levels.
- Provide inputs on the development and implementation of policies, guidelines, norms and standards in vetting investigations unit.
- Provide effective communication channels between the OCJ, SSA and other related Agencies and Stakeholders.
- Compile quality vetting reports and submit to SSA.
- Compile and consolidate statistics on vetting and report to management.
- Provide advice to the OCJ management on all vetting related issues.
- Conduct vetting presentations in all the OCJ operations including Superior Courts.

- Supervise and provide guidance to subordinates including reviewing their work.
- Assist with Pre-Screening of prospective, current employees and the suppliers.
- Perform other tasks as directed by management including integrity and ethics management.

**SKILLS AND COMPETENCIES:**

- Analytical skills.
- Report writing and presentation skills.
- Interpersonal relations.
- Planning and organizing.
- Computer literacy.
- Communication (written and verbal) skills.
- Presentation skills.
- Supervisory skills.

**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, 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 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**

