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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 3 September 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** : 2015/167/FS/OCJ

**POST** : ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT

**CENTRE** : PROVINCIAL SERVICE CENTRE: BLOEMFONTEIN

**SALARY** : R 289 761 –R 350 025 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- A relevant Bachelor's Degree or National Diploma in Human Resource Management or Business Management.
- Three to five (3-5) year's working experience in Human Resource Administration.
- Two (2) years' experience at a supervisory level in HR and related fields.
- Knowledge and understanding of Human Resource Management environment.
- Management of Resources.
- Knowledge of policies/implementation strategies.
- Knowledge of PERSAL System.
- Knowledge of the relevant HR Management Legislation Directives.
- A valid driver's licence.

**KEY RESPONSIBILITY AREAS:**

- Manage and co-ordinate HR administration matter within the Department to contribute to the rendering of a professional Human Resource Management environment.
- Condition of service and service benefits (Leave, Housing, Medical Aid, Injury on Duty, Termination, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc).
- HR Provisioning (Recruitment and Selection, Appointments, Transfer, Verification of Qualifications, Secretariat functions at interviews, Absorptions and Probationary period etc).
- Performance Management.
- Address Human Resource administration enquiries to ensure the correct implementation of

human resource management practices.

- Ensure the successful implementation of Departmental/Public Services policies on matters related to human resource management to adhere to the relevant prescripts/legislation.
- Prepare and consolidate reports on personnel administration issues.
- Inform, guide and advice department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practice/policies.

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

- Computer Literacy (MS Office- with focus on Excel);
- Good communication skills (written and verbal);
- General Office and project management;
- Exceptional report writing skills;
- Good people skills/ Interpersonal Relations;
- Ability to work long hours under pressure and be self motivated;
- Attention to details;
- Problem solving skills;
- Maintaining discipline.

**ENQUIRIES:** Ms M Luthuli ☎ (051) 406 8100

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
The Provincial Head, Office of the Chief Justice, Provincial Service Centre,  
Free State High Court, Private Bag X20612, **BLOEMFONTEIN**, 9300 OR  
PHYSICAL ADDRESS: Office of the Chief Justice, Provincial Service Centre,  
Free State High Court, Corner President Brand Street & Fontein Street,  
Bloemfontein, 9301.


**CLOSING DATE:** **30 OCTOBER 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. Successful candidates may be required to undergo security clearance.

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** 

**CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT**