



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 : 2015/166/FS/OCJ

POST : ASSISTANT DIRECTOR: SECURITY AND RISK 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 Bachelor's Degree or National Diploma in Security Management and or Risk Management on NQF level 6.
- Three to five (3-5) year's working experience in Security environment.
- Grade A State Security Agency course.
- Sound knowledge of PAIA, MISS, OHSA, Protection of Information Act, Access to Public Premises and Vehicle.
- Computer literacy (Office Suite Certificate).
- A valid driver's licence.
- 2-3 years legal experience will serve as an added advantage.

KEY RESPONSIBILITY AREAS:

- Assist in the management of the total security function (personnel, document, physical assets, contingency planning and security planning) of the Free state High Court.
- Implementation of the OCJ security policy.
- Development of security procedural guidelines.
- Evaluation and optimization of the implementation of appropriate security measures and procedures.
- The development and implementation of training and awareness programmes.
- Interaction with security-related and relevant authorities 9ssa Agency, SAPS, Comsec.
- Management of the outsourced security service provider.

SKILLS AND COMPETENCIES:

- Good writing skills;
- Good communication skills;
- Problem solving skill;
- Security management;
- Ability to work independently and meet deadlines;
- Ability to attend to detail and ensure the correctness of information.

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