

**REPUBLIC OF SOUTH AFRICA
OFFICE OF THE CHIEF JUSTICE**

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 persons are required to establish the Office:

CLOSING DATE : **2 SEPTEMBER 2016**

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than three months old). Please note that only original applications will be accepted, e-mailed and faxed applications will be disqualified. Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. 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. We welcome application from persons with disabilities.

POST : **CHIEF OF STAFF (THREE YEAR CONTRACT APPOINTMENT)**

REF NO : **2016/251/OCJ**

SALARY : **R 1 068 564.00 – R 1 277 610.00 per annum** (All-inclusive). The successful candidate will be required to sign a Performance agreement.

CENTRE : **THE PRIVATE OFFICE OF THE CHIEF JUSTICE**

REQUIREMENTS : A degree or equivalent qualification at (NQF 7) as recognized by SAQA in Management/Public Management/Public Administration/Business Administration and Management (a post graduate qualification in management or legal will be an added advantage);Five years' appropriate experience at senior management level ;Proven ability to draft and quality control highly complex policy documents and legal instruments; An understanding of the South African legal system; Extensive knowledge of the functioning of an executive office and related administrative systems ;Organizational ability and analytical acumen; Advanced research and writing skills ;Advanced knowledge of the application of MS Office applications; Ability and willingness to travel often and work long hours; A valid driver's license. **Attributes:** Self-driven •Display initiative; Ability to meet strict deadlines and to work under pressure ; A sense of attention to detail; Excellent communication skills, both verbal and written; **Competencies:** Strategic capability and leadership; Programme and project management; Financial management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and customer focus ; Communication ; Honesty and integrity.

DUTIES : Provide strategic leadership in the Private Office of the Chief Justice; Manage and ensure the effective and efficient administration of the Private Office of the Chief Justice; Manage financial, human and other resources allocated to the Private Office of the Chief Justice; Provide and coordinate executive protocol, security and related technical or legal administration support services; Manage judicial stakeholder relations and coordinate the participation by the Judiciary in all related judicial governance structures and forums; Provide executive liaison services to the Chief

Justice in support of her/ his ceremonial functions and interaction with the Executive and Legislative Branches of Government; Develop, maintain, and implement administrative (document and other management) systems for the Private Office of the Chief Justice; Prepare draft speeches and other documents as required by the Chief Justice; Ensure effective and efficient functioning of the administration of the Constitutional Court.

ENQUIRIES :
APPLICATIONS :

Ms D Botha ☐(010) 493 2528

Quoting the relevant reference number, direct your application to:

The Director: Human Resources; Office of the Chief Justice Private Bag X10
Marshalltown 2107. Applications can also be hand delivered to the OCJ 188,14th Road
Noordwyk, Midrand 1685