



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 : 2015/222/OCJ

POST : ASSISTANT DIRECTOR: HUMAN RESOURCES

CENTRE : GAUTENG PROVINCIAL SERVICE CENTRE: JOHANNESBURG

SALARY : R 289 761.00 - R 350 025.00 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:

- Oversee the development and implementation of labour relations, policies and procedures.
- To manage the disciplinary and grievance process effectively and ensure sound labour relations.
- Support the Dispute Resolution function.
- 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 Lutendo Netshitomboni ☎ (011) 335 0392

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, 13th 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 candidates selected for SMS posts must undergo competency assessment test after the interview.

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

