



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:

POST : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: 2016/211/OCJ**

SALARY : R 311 784.00 – R 367 254.00 per annum. The successful candidate will be required to sign a Performance Agreement.

CENTRE : National Office

REQUIREMENTS : National Diploma in Management Services/ Work Study or post matric qualification equivalent to NQF level 6 and Certificate in Management Services/ Work Study; 5 years relevant experience in the field of management services; Sound knowledge of the Job Evaluation system applicable to the Public Service, legislation, regulations, policies, processes and systems management services techniques, organizational design principles, Human Resource Planning, Change Management, Batho Pele Revitalisation strategy and consulting; Knowledge of JE implementation on PERSAL; A valid driver's licence. **Skills and Competencies:** Continuous improvement; Customer focus and responsiveness; Problem solving skills; Team participation; Project management skills; Interviewing skills; Analytical skills; Planning and organizing skills; Ability to work independently and meet deadlines; Ability to attend to details and ensure correctness of information; Computer literacy (Word, Powerpoint, Excel, Visio)

DUTIES : Develop, manage and maintain sound and effective organizational structures in alignment with the strategic objectives of the Department; Develop Job Profiles and Job Descriptions in line with the Departmental structure; Analyse and grade jobs according to the Job Evaluation system; Ensure effective and efficient utilization of scarce resources by the Department; Facilitate and coordinate Human Resource Planning in the Department; Facilitate and coordinate Change Management in the Department; Manage, support and monitor performance of Organisational Development personnel; Initiate and conduct research into best business practices, benchmarks and management services approaches; Develop and empower employee skills within the Department to capacitate and render best practices.

ENQUIRIES : Ms Shongwe ☎ (010) 493 2500

APPLICATIONS: 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, 188, 14th Road, Noordwyk, **MIDRAND**.

CLOSING DATE: 5 AUGUST 2016

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

