



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** : **HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT, REF NO: 2016/233/OCJ**
- SALARY** : R 211 194.00 – R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office
- REQUIREMENTS** : Three year National Diploma or equivalent qualification (NQF level 6) in Human Resource Management; 2-3 years relevant working experience in the field of HRD and Performance Management; Sound knowledge of Skills Development Act, HRD & PMDS frameworks and other relevant Legislations; Knowledge of the PERSAL System; Computer literacy (PowerPoint, word, Excel); A valid driver's license.
- SKILLS AND**
- COMPETENCIES** : Good communication skills (written and verbal); Problem solving skills; Presentation, analytical; Ability to work independently and meet deadlines; Ability to attend to details and ensure the correctness of information.
- DUTIES** : Collect performance management statistics, create and maintain database; Capture performance management information on PERSAL; Assist in compilation of WSP/ ATR, conduct training needs analysis; Facilitate and administrate bursaries , internships and training programmes; Compile monthly/ quarterly reports; Handle enquiries related to HRD And PMDS; Conduct information sessions on PMDS
- ENQUIRIES** : Ms L Mothemane ☎(010) 439 2500
- 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, 188, 14th Road, Noordwyk, Midrand, 1685.

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 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

