



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 persons are required to establish the Office:

- REFERENCE NO** : 2017/94/OCJ
- POST** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT**
(Candidates who previously applied need to re-apply as previous applications will not be considered).
- SALARY** : R334 545.00 – R394 065.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **NATIONAL OFFICE: MIDRAND**
- LEVEL** : **9**
- REQUIREMENTS** : Grade 12 and a three year National Diploma/ Degree in Human Resource Management/ Management Services or equivalent qualification; A minimum of 3 years management experience in Organisational Development of which 2 years should be at a supervisory level. A valid driver's licence. **Skills and competencies.** Sound knowledge of the Job Evaluation system (evaluate) applicable to the Public Service; Knowledge of relevant legislation, regulations, policies, processes and systems; Knowledge of Organisational Design; Knowledge of Human Resource Planning; change management; Batho Pele revitalization strategy and consulting; Knowledge of Job Evaluation implementation on PERSAL; Problem solving skills; Team participation; Project management skills; Interviewing skills; Analytical skills; Report writing skills, Presentation skills; Planning and organizing skills; Ability to work independently and meet deadlines; Ability to attend to detail and ensure correctness of information; Computer literacy, (Org Plus, Word, PowerPoint, Excel and Visio). Willingness to travel as and when required.
- DUTIES** : Development and coordination of Job Profiles; Conduct job evaluation and analysis by holding interviews with relevant officials, analyse current functions and design interventions, analyse HR information trends, Implementation of organisational design policies; Development of Organisational structure; Conduct Job Evaluation; Implementation of OD systems; Manage, support and monitor performance of Organizational Development personnel. Monitor the implementation of the approved Organisational structure as per approved posts.
- ENQUIRIES** : **Mr SW Meko** 📞 (010) 493 2526
- APPLICATIONS:** Quoting the relevant reference number, direct your application to:

The Director, Human Resource Management, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. Applications can also be hand delivered to, Office of the Chief Justice, No. 188, 14th Road, Noordwyk, Midrand.
- CLOSING DATE** : **6 OCTOBER 2017**

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

