



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** : 2018/05/OCJ
- POST** : **DEPUTY DIRECTOR: CONDITIONS OF SERVICE**
- SALARY** : R657 558.00 – R774 576.00 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : **NATIONAL OFFICE: MIDRAND**
- LEVEL** : **11**
- REQUIREMENTS** : Grade 12 and a three year National Diploma/Bachelor's degree in Human Resource Management or an equivalent Qualification; Five (5) years human resources administration experience, with three (3) years at supervisory level. Knowledge and understanding of the current public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrate ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to stakeholders; Computer literacy in MS Office; A valid driver's licence. **Skills and competencies:** Computer literacy. Good verbal and written communication skills. Strong leadership skills. Project management skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. People management and Supervisory skills. Policy Development and Report writing skills.
- DUTIES** : Manage the Conditions of Service at National and Provincial level in accordance with the relevant prescripts; Coordinate implementation of the approved post and staff establishment; Manage employee records at the National Office; Establish system to ensure successful implementation of the operational plan; Manage conditions of service and benefits for all levels including OSD; SMS and MMS employees. Responsible for the interpretation and implementation of OSD policies and resolutions. Responsible for the policy implementation and compliance on leave, long service, PILIR, GEHS, Medical Assistance, IOD and resettlement benefits. Report weekly, monthly, quarterly and annually; Provide analysed data to management. Interpret HR Policies and prescripts; Establish systems to improve customer engagement on HR issues at the Provinces; supervise staff and manage their performance according to the Performance management system.
- ENQUIRIES:** **Ms D Botha (010) 493 2500**
- 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: The Office of the Chief Justice No 188, 14th Road, Noordwyk, Midrand.
- CLOSING DATE** : **9 FEBRUARY 2018**

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 

