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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** : 2018/07/OCJ
- POST** : **ASSISTANT DIRECTOR: PERFORMANCE MONITORING AND REPORTING**
- 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/ B Degree in Business/Public Administration or an equivalent relevant qualification; Three (3) years relevant work experience in monitoring and reporting of which two (2) years should be at a supervisory level; A valid drivers licence; Understanding of Government planning processes and cycle; Good coordination and planning skills; knowledge of relevant legislation, National Treasury regulations, planning guidelines and framework for managing performance information; **Skills and competencies:** Good communication (verbal and written) skills; Analytical skills, good interpersonal skills, Project management; Problem solving and ability to work independently with limited supervision; People management skills and computer literacy.
- DUTIES** : Provide overall performance monitoring and analysis support and perform the following functions: Facilitate submission of quarterly Unit performance reports and supporting evidence; Analyze reports against planned targets; Developed quarterly dashboards to provide feedback to Management; Verify submitted evidence against reported progress for reliability, relevance and accuracy; Make follow-up with Unit Managers on outstanding and/or insufficient evidence for reported progress; Facilitate the consolidation and submission of quarterly performance reports to National Treasury, Director-General and Minister; Provide support to Units in ensuring uninterrupted access to the online Balance Score Card system and follow-up on access challenges; Provide support during audits of performance information; Participate and provide support to other activities of the Directorate.
- ENQUIRIES:** **Mr I Malao (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**

