



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** : 2018/12/OCJ
- POST** : **ASSISTANT DIRECTOR: HUMAN RESOURCES**
- SALARY** : R334 545.00 – R394 065.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **MPUMALANGA PROVINCIAL CENTRE: NELSPRUIT**
- LEVEL** : **9**
- REQUIREMENTS** : Grade 12 and a three year National Diploma/ B Degree in Human Resources/Business Management/Public administration or equivalent qualification. Three (3) years working experience in Human Resources Administration of which two (2) years' experience must be at a supervisory level in HR and related fields. Knowledge and understanding of human resources management processes. Must be able to understand and interpret policies Knowledge of policies/implementation strategies. Extensive knowledge of the PERSAL System. Knowledge of the relevant HR Management Legislation Directives. A valid driver's licence. **Skills and competencies:** Computer literacy (MS Office- with focus on Excel). Good communication skills (written and verbal). General office and project management. Exceptional report writing. Good people management / interpersonal relations; Ability to work under pressure and willingness to work extended hours when required. Attention to detail; Problem solving and Maintain discipline.
- DUTIES** : Manage and co-ordinate HR administration matters within the Department to contribute to the rendering of a professional human resource management services which in Conditions of service (leave, housing, medical aid, injury on duty, terminations, long service recognition, overtime, relocation, pension, allowance etc.); HR Provisioning (recruitment and selection, appointments, transfers, verification of qualifications; secretariat functions at interviews, etc.); Performance Management; Coordination of Labour Relations and employee wellness and training. Address human resource administration enquiries. Ensure the correct implementation of human resource management practices. Ensure the successful implementation of departmental/public services policies on matters related to human resource management and adherence to the relevant prescripts/legislation. Manage all PERSAL functions. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice relevant stakeholders on human resource administration matters to enhance the correct implementation of personnel administration practice/policies.
- ENQUIRIES:** **Mr SE Mashele (013) 753 9308**
- APPLICATIONS:** Quoting the relevant reference number, direct your application to:
- The Provincial Head: Private Bag X11249, Nelspruit, 1200. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit.
- 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.

