



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** : 2018/17/OCJ
- POST** : **HUMAN RESOURCE PRACTITIONER: OCCUPATIONAL HEALTH AND SAFETY**
- SALARY** : R 226 611.00 – R266 943.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **NATIONAL OFFICE: MIDRAND**
- LEVEL** : **7**
- REQUIREMENTS** : Grade 12 and a three year National Diploma/Degree in Occupational Health and Safety. Three (3) years' relevant functional experience in Occupational Health and Safety; Policy implementation; Compensation for Occupational Injuries and Disease Act; Occupational Health and Safety Act; Public Finance Management Act; Public Service Act and Regulations; Basic Conditions of Employment Act. Knowledge of research procedures and techniques. Knowledge of design principles, techniques and tools. Understanding of Government legislation. A valid driver's licence **Skills and Competencies:** Computer literacy (Microsoft Office). Candidates should display good communication, liaison, planning and decision making skills.
- DUTIES** : Conduct safety audits. Compile statistics of all Occupational Health and Safety related matters. Co-ordinate safety training and awareness programmes. Manage, coordinate and implement the Occupational Health and Safety within the entire department. Develop the Safety Health and Environment Management tools and systems. Investigate all Occupational Health and Safety incidents. Interpret and co-ordinate recommendations from external audits reports. Develop quarterly reports on fatalities, serious injuries and all related issues described on the incident reporting matrix. To implement and monitor Occupational Health and Safety Policies, Programmes and Procedures. Perform other admin related duties.
- 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**

