



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** : 2018/18/OCJ
- POST** : **HUMAN RESOURCE PRACTITIONER: HR PLANNING**
- 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 Human Resource Management/Organizational Development; Three (3) years relevant appropriate experience. **Skills and Competencies:** Computer skills (MS Word, MS Excel, MS Power Point); Problem solving; Decision making; Interpersonal skills; Attention to detail; Assertiveness; Good writing and verbal communication; Honest and ethical; Supervision.
- DUTIES** : Involve employees and other stakeholders in developing and implementing current and future human resource plan; identify competencies needed for critical job classes; determine gaps between current staff and future needs; determine needed training and development of current staff to meet future needs; develop recruitment strategies if necessary; develop workforce planning strategies; e.g. succession planning; as appropriate and develop a timetable for implementation of identified workforce planning action steps. Develop strategies to address GEYODI issues; develop sustainable strategies for acquiring, deploying, developing and retaining employees to achieve strategic/programmatic goals analysed. Regular monitoring and evaluation of human resource plans, progress made towards human resource goals and the contribution of human resource results in achieving programmatic goals; Monitor human resource gaps in terms of supply and demand issues including the critical skills and competencies that are needed to achieve strategic goals. Assist in the evaluation of jobs as well as change management, as and when necessary.
- 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**

