



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

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 person are required to capacitate the Office:

REFERENCE : 2016/125/OCJ

POST : DEPUTY DIRECTOR: HUMAN RESOURCES

CENTRE : OCJ SERVICE CENTRE: GAUTENG

PACKAGE : R 612 822 – R 721 878 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A relevant Bachelor's Degree or National Diploma in Human Resources/Business Management
- Five (5) years' experience of which three (3) years should be on junior/ middle management level
- Sound knowledge of public service policies, prescripts, procedures and all other relevant legislation.
- ☐ Knowledge of the Persal System.
- Sound knowledge of Labour Relations.
- A valid driver's license

SKILLS AND COMPETENCIES:

- Computer literacy (MS Office- with focus on Excel)
- Good communication skills (written and verbal).
- Good people skills/ interpersonal relations
- Ability to work long hours and under pressure
- Be self-motivated and;
- Attention to detail.

KEY RESPONSIBILITY AREAS:

- The incumbent will render Generalist HR consulting services to the Provincial Service Centre and staff;
- Provide HR interventions in the following fields: Recruitment and selection, HR Administration, Performance Management, Learning and Development, Employee Relations, Organisational Development, Employee Wellness and any other skills of HR service interest;
- Contribute to the development and accomplishment of departmental business plan and objectives;
- Act as an employee advocate and change champion;
- Continually assess the effectiveness of HR in the office

ENQUIRIES: Ms MJ Mokoena 📞 (011) 335 0284

APPLICATIONS: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court of South Africa: Gauteng Local Division: Johannesburg, 12th Floor Cnr. Prichard and Kruijs Street: Johannesburg.

CLOSING DATE: **3 June 2016**

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. Successful candidates may be required to undergo security clearance.

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 

