



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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 person are required to capacitate the Office:

**REFERENCE** : 2016/142/OCJ

**POST** : HUMAN RESOURCE OFFICER

**CENTRE** : OCJ SERVICE CENTRE, GAUTENG

**SALARY** : R142 461- R167 814 per annum (The successful candidate will be required to sign a performance agreement)

**REQUIREMENTS:**

- Grade 12 or equivalent recognized qualification;
- Previous experience will serve as an added advantage.

**Skills and competencies:**

- Computer literacy (MS Office);
- Good communication skills (verbal and written);
- Good organizing;
- Accuracy and attention to detail.

**KEY RESPONSIBILITY AREAS:**

- Implementation of transactions on Persal system in respect of appointments, leave, Injury on duty, Long Service Recognitions, pensions, transfers, housing allowance, acting allowance, performance management, training, service termination, labour relations. etc;
- Keeping and furnishing of predetermined statistics;
- Recruitment and selection;
- The answering and analyzing of enquiries;
- The performing of any related office duties required for the efficient functioning of the office;

**ENQUIRIES** : Ms S Mnisi 📞 (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** 