



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:

- POST** : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY SERVICES MANAGEMENT (3 YEAR CONTRACT), REF NO: 2017/192/OCJ**
- SALARY** : R334 545.00 – R394 065.00 plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : NATIONAL OFFICE: MIDRAND
- REQUIREMENTS** : Grade 12 and a 3 year National Diploma in Information Technology, 3 years' experience in IT Service Management of which 2 years should be at supervisory; A valid driver's license; an ITIL and CobiT certification, ITIL expert certification will serve as an advantage. **Skills and competencies:** Desktop and systems support, IT Project Management, IT Change Management, Accepting responsibility, financial management, problem solving and analysis, interpersonal relationship, innovation, Service delivery innovation.
- DUTIES** : Facilitate and coordinate the provision of IT requests and Support services, facilitate the IT incident management processes, monitor assigned incidents and ensure that SLA targets are met, ensure user requests are logged and recorded, resolving incidents within then required response and resolution times, act as a single point of contact for all IT services and requests, ensure that incidents and problems logged are resolved by team members; escalate unresolved problems to management, monitor the call resolutions by the technical team in line with SLA, monitor assigned incidents and problems then alert the technical teams to avoid SLA violations, conduct bi-annual user satisfaction surveys and provide feedback to improve IT services, develop weekly, monthly and quarterly plans and reports.
- CLOSING DATE:** **10 NOVEMBER 2017**
- 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, and Enquiries: Ms L Mothemane (010) 493 2500
- 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

