



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	: 2016/02/OCJ
POST	: DEPUTY DIRECTOR: ADMINISTRATION AND PARLIAMENTARY SUPPORT
CENTRE	: NATIONAL OFFICE: THE SECRETARY-GENERAL'S OFFICE
LEVEL	: MIDDLE MANAGEMENT SERVICE (MMS) LEVEL 11
SALARY	: R 569 538.00- R 670 890.00 per annum, the successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- An appropriate three year tertiary qualification in Administration / Business Administration / Public Administration or any other equivalent qualification
- 3-5 years' management experience in the administration field and rendering of Executive support services
- Knowledge of the functions of the department will be an added advantage
- Sound understanding of public service policies and prescripts
- Strong quality control, research and analytical skills
- Ability to work independently with limited supervision
- Good coordination and organizational skills
- Good communication skills (verbal and written)
- Good interpersonal and stakeholder liaison skills
- Advanced Computer Literacy.
- Valid driver's license

KEY RESPONSIBILITY AREAS:

The successful candidate will be required to coordinate the overall administrative and parliamentary functions to ensure the effective and efficient functioning of the Secretary General's office and will perform the following key functions:

- Development and maintenance of systems and guidelines related to Document Management. Effective document management from and to branches within the Department, external government departments and other relevant stakeholders.
- Quality assurance of documents submitted to the Secretary General's office.
- Manage information and knowledge related to the Secretary General's office.
- Coordinate the involvement of the Secretary General in the governance structures of the Department and prepare the relevant documents.
- Coordinate the interface between the Ministry and the Secretary General's office.
- Assist the Director in managing Parliamentary activities, the involvement and effective participation of the Secretary General and the Department in the oversight structures of Parliament. Monitoring the department's implementation of parliamentary decisions with regular and up to-date reports.
- Provide secretariat services in the office during identified operational meetings and coordinate follow-up on resolutions taken.
- Analysis and draft report of monthly management reports from branches within the Department.
- Conduct research, analyse the data and write reports; and maintain a database on all the research carried out.
- Overall management of the filing system.
- Perform administration and executive support in the Secretary General's office e.g. procurement and asset management, human resource management, special projects, and any other duties assigned by the supervisor.

ENQUIRIES: The Director: Human Resources (011) 838 2010

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13th floor, Edura House, 41 Fox Street, Johannesburg.

CLOSING DATE: 5 FEBRUARY 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 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 shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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

