



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:

**REF : 2017/13/OCJ**

**POST : CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

**CENTRE : NATIONAL OFFICE (MIDRAND)**

**LEVEL : SENIOR MANAGEMENT SERVICES (14)**

**SALARY : R 1 068 564.00 - R 1 277 610.00** per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- A relevant qualification (NQF level 7) in Humanities, Social Sciences (emphasis on Human Resource Management, Public Administration or related qualifications) (SAQA NQF 7).
- 5 years' experience at a senior managerial level in a human resource management environment.
- A relevant post graduate qualification will be an added advantage.
- Excellent understanding and proven ability to implement the Public Service Human Resource Regulatory Frameworks, directives as well as the laws governing human resources management (Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act).
- A valid driver's license and willingness to travel is essential.

## **SKILLS AND COMPETENCIES:**

The successful candidate must be a self-driven individual in possession of the following skills and competencies:

- Strategic Capability and Leadership,
- Financial Management,
- Programme and Project Management,
- Problem Solving and Analysis,
- Change Management,
- Client Orientation and Customer focus,
- Excellent Negotiation, Communication, Analytical and Interpersonal skills,
- Ability to meet strict deadlines, work under pressure and pay attention to detail.
- Traveling at times and working extra hours is an essential requirement for the position.

## **KEY PERFORMANCE AREAS:**

As the Head of the Human Resource Management and Development Chief Directorate, the successful candidate will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Development functions in the Office of the Chief Justice through:

- Managing the development of a strategic HR planning and policy framework that supports the objectives of the department;
- Facilitating the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the department;
- Managing the promotion of the optimal recruitment, utilization and retention of human resources;
- Ensuring the provision of HR support services to operational staff in line with business requirements and departmental strategy;
- Building capacity through Human Resource Development and Performance Management;
- Maintaining an appropriate labour relations environment and relationships with organised labour and other key role-players;
- Ensuring a workforce that is equitably represented at all levels and compliance with the Employment Equity Act;
- Facilitating processes for ensuring that the Department has adequate human resource capacity;
- Promoting employee health and wellness in the department;
- Undertake a risk assessment, implement and maintain an effective risk management strategy;
- Ensure compliance with the Public Service Act and all prescripts related to human resource management; and
- Manage resources allocated to the Unit and administer the performance management and development system.

**ENQUIRIES:** Ms C Gideon ☎ (010) 493 2500/2528.

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
The Director, Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALL TOWN**, 2107. Application can also be hand delivered to the Office of the Chief Justice, 188, 14<sup>th</sup> Road, Noordwyk, **MIDRAND**.

**CLOSING DATE:** 9 June 2017

**NOTE:** In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR 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** 