



**REPUBLIC OF SOUTH AFRICA
OFFICE OF THE CHIEF JUSTICE**

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 3 September 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: 2016/132/OCJ

POST: ASSISTANT DIRECTOR: FINANCE AND OFFICE ADMINISTRATION (level 9)

CENTRE: WESTERN CAPE HIGH COURT, CAPE TOWN

SALARY: Salary: R 311 784 – 367 254 per annum (The successful candidate will be required to sign a performance agreement).

REQUIREMENTS:

- A three (3) year Bachelor's Degree in Administration/ National Diploma in Service Management (NQF Level 5) plus the module on Case Flow Management or relevant and equivalent tertiary qualification;
- At least three (3) years management or supervisory experience;
- A valid driver's licence

A Strong recommendation will be:

- Knowledge and experience in office and/ or district administration;
- Knowledge and experience of financial management and PFMA;
- Knowledge and experience in the application of BAS and JYP
- Experience in the Court environment will be an added advantage

SKILLS AND COMPETENCIES

- Strong leadership and management capabilities;
- Strategic capabilities;
- Good communication skills (written and verbal);

- Good interpersonal relations;
- Planning and organizational skills
- Work ethic and Motivation
- Customer service/ Stakeholder relations management -
- Self and stress management -
- Leadership and Management -

KEY PERFORMANCE ARESS:

- Responsible for the co- ordination, management and operations of the financial resources of the office in accordance Departmental Financial Instructions and compliance with the PFMA;
- Coordinate and manage the human resources of the office;
- Manage the strategic and business planning processes;
- Manage the facility, physical resources, information and communication relate to the court;
- Management of security;
- Implement Departmental Policies in the court;
- Compile and analyse court statistics to show performance and trends;
- Provide case tracking services to the Judiciary and Prosecuting Authority;
- Compile annual performance and statutory reports to relevant users;
- Develop and implement customer improvement startegies

ENQUIRIES: Ms M Baker ☎ 021-469 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to:

The Provincial Head: OCJ Service Centre
Western Cape

For Attention: Ms L Adams

Address: 35 Keerom Street, Cape Town, 8000 or
Private Bag X9020, Cape Town, 8000


CLOSING DATE: **03 June 2016**

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 

HEAD: INTERGRATED HUMAN RESOURCES