



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

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 : 2016/08/OCJ

POST : COURT MANAGER

CENTRE : WESTERN CAPE HIGH COURT

LEVEL : MIDDLE MANAGEMENT SERVICES (MMS) LEVEL 11

SALARY : R 569 538.00 – R 670 890.00 per annum (all-inclusive). The successful candidate will be required to sign a Performance Agreement.

REQUIREMENTS:

- A three year tertiary qualification (Degree) in Administration and/or National Diploma in Service Management plus (NQF Level 5) or equivalent qualification
- Six (6) years relevant experience of which three years should have been at managerial or supervisory level;
- Knowledge of and experience in financial management, PFMA, office and district administration will serve as a strong recommendation;
- Experience in court management will be an added advantage
- A valid driver's licence.

KEY RESPONSIBILITY AREAS:

- Co-ordinate and manage financial and human resources of the office;
- Be responsible for strategic and business planning processes;
- Manage the physical resources, information and communication related to courts;
- Implement the departmental policies on courts;
- Compile and analyse court statistics to show performance and trends
- Provide case tracking service to the judiciary;
- Compile annual performance and statutory reports to the relevant users;
- Lead and manage the transformation of the office;
- Manage strategic projects intended to improve court management;
- Manage communication with internal stakeholders

SKILLS AND COMPETENCIES:

- Strong leadership and management capabilities;
- Strategic Capabilities;
- Interpersonal relations.

ENQUIRIES: Ms L Marrie 📞 (021) 469 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X 9020, CAPE TOWN, 8000 OR can be hand delivered to: 35 Keerom street, CAPE TOWN.

CLOSING DATE: **19 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 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

