



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 : 2015/193/OCJ

POST : DIRECTOR: FACILITIES AND AUXILLIARY SERVICES

CENTRE : NATIONAL OFFICE

SALARY : R 864 177. 00 – R 1 017 972.00 per annum (level 13).All-inclusive remuneration package

REQUIREMENTS:

- An appropriate qualification at (NQF level 7) in Public Administration/ Business Management or equivalent qualification as recognised by SAQA.
- 5 years' relevant experience at a middle managerial level.
- Advanced Computer Literacy.
- Excellent managerial and organizational skills
- Self-driven professional with proven leadership abilities.
- Ability to liaise with stakeholders at a high level.
- Ability to perform under pressure and work extended hours.
- Project management skills
- Financial management skills
- Extensive knowledge of fixed asset and fleet management policies.
- Extensive knowledge of record management policies especially in the court environment.
- Valid drivers licence

KEY RESPONSIBILITY AREAS:

Oversee and strategically manage the Components and resources attached to the Auxiliary Services

Unit

Manage and oversee the provisioning and maintenance of OCJ infrastructure

Manage and oversee the provisioning of Security Services in the OCJ

Manage and oversee the OCJ fleet

Manage and oversee the DPW interface and service level agreements

Manage and oversee all records and auxiliary services in the OCJ

Manage the budget of the Auxiliary Services Component

CORE COMPETENCIES:

- Strategic Capability and Leadership
- Financial Management
- Service Delivery Innovation
- Programme and Project management
- People management and empowerment
- Problem solving and Analysis
- Client orientation

ENQUIRIES: Ms C Gideon 📞 (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, Eura House, 41 Fox Street, Johannesburg..

CLOSING DATE: **4 December 2015**

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. Successful candidates will be required to undergo security clearance .

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 pe

CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT