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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 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 is required to capacitate the Office:

**REFERENCE:** 2015/77/EC/OCJ

**POST:** DEPUTY DIRECTOR: HUMAN RESOURCES

**CENTRE:** EASTERN CAPE SERVICE CENTRE: EAST LONDON

**PACKAGE:** R 532 278 – R 627 000 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- A relevant Bachelor's Degree or National Diploma in Human Resources/Business Management
- Five (5) years' experience of which three (3) years should be on junior/ middle management level
- Sound knowledge of public service policies, prescripts, procedures and all other relevant legislation.
- Knowledge of the Persal System
- A valid driver's license

**SKILLS AND COMPETENCIES:**

- Computer literacy (MS Office- with focus on Excel)
- Good communication skills (written and verbal).
- Good people skills/ interpersonal relations
- Ability to work long hours and under pressure
- Be self-motivated and;
- Attention to detail.

**KEY RESPONSIBILITY AREAS:**


- The incumbent will render Generalist HR consulting services to the Director Court Operations and staff members;
- Provide HR interventions in the following fields: Recruitment and selection, HR Administration, Performance Management, Learning and Development, Employment Relations, Organisational Development, Employee Wellness and any other skills of HR service interest;

- Contribute to the development and accomplishment of departmental business plan and objectives;
- Act as an employee advocate and change champion;
- Continually assess the effectiveness of HR in the office

**ENQUIRIES:** Ms Dibuseng Mongoato 📞 (043) 702 7108/9

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, EAST LONDON, 5200 **OR PHYSICAL ADDRESS:** Office of the Chief Justice Service Centre, No. 3 Phillip Frame Road, CHISLEHURST, EAST LONDON

**CLOSING DATE:** 26 JUNE 2015

**We welcome applications from persons with disAbilities** 

**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.

People with disability are encouraged to apply.

**HEAD: INTERGRATED HUMAN RESOURCES**