



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 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:** 2015/88/OCJ

**POST:** DIRECTOR: COMMUNICATIONS

**CENTRE:** NATIONAL OFFICE: JOHANNESBURG

**PACKAGE:** R819 126 – R964 902 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- 3 year Degree/National Diploma in Communication/Journalism or equivalent qualification;
- Significant knowledge and understanding of how the media operates;
- 6-10 years working experience in media relations and reporting;
- 3 - 5 years at middle management level.
- Experience in the legal field would be an added advantage.

**SKILLS AND COMPETENCIES:**

- Planning and Organising;
- Strategic Capability and Leadership;
- Communication (verbal and written);
- Honesty and Integrity;
- Analytical thinking, problem solving & decision making;
- People management and Empowerment;
- Interpersonal Relations;
- Team Leadership;
- Customer Service Orientation;
- Change Management;
- Knowledge Management;
- Financial Management;
- Computer literacy (MS Word, Excel, Powerpoint and related programmes);
- Attention to Detail.

**KEY PERFORMANCE AREAS:**

- Management of media relations services in the OCJ
- Develop and implement a social media strategy and identify opportunities for using social media as a communication platform;
- Develop and implement a media strategy and policy;
- Draft media statements, opinions pieces and disseminate Information through the media;
- Conceptualize and develop products for placement in media;
- Monitor media trends and coverage to enable the Department to respond proactively and accurately to media enquiries in order to ensure the provision of a clear and consistent message across media on all Judicial matters;
- Engage the media in activities, functions and events so as to promote the services rendered by the Department to external stakeholders;
- Identify and initiate media research projects;
- Ensure proper handling of crisis communication;
- Maintain a database of media contacts to encourage dialogue between the Department and media in order to enhance relations;
- Participate in JCPS Communication Cluster, GCIS and other interdepartmental fora as required.

### **Generic Management Function**

- Compile and manage Budget of the Directorate
- Demonstrate ability to contribute at both strategic and operational level
- Provide Strategic direction for the Directorate
- Manage the work flow and quality of output
- People and Resource Management
- Manage Audit queries/ Ensure that audit reports are ready and up to date
- Promotion of Ethical behavior
- Ensure compliance to legislative requirements

**ENQUIRIES:** Ms. C Gideon ☎ (011) 838 2010

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

The Director: Integrated Human Resource Management, Office of the Chief Justice, Private Bagx10, Marshalltown 2000, Applications can also be hand delivered to the Office of Human Resource Management, 13th floor, Edura House 41 Fox Street, Johannesburg

**CLOSING DATE:** **26 JUNE 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

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 **

**CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT**