



**REPUBLIC OF SOUTH AFRICA**

**OFFICE OF THE CHIEF JUSTICE**

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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 are required to capacitate the Office:

**REFERENCE:** 2015/10/OCJ

**POST:** CONTRACT SENIOR EVENTS COORDINATOR (12 MONTHS)

**CENTRE:** SOUTH AFRICAN JUDICIAL EDUCATION INSTITUTE (OFFICE OF THE CHIEF JUSTICE)

**SALARY:** R 532 278 – R 627 000 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Degree in Management or Communication
- 3-5 years' experience in Event Management
- 2-3 years' supervisory experience

**SKILLS AND COMPETENCIES:**

- National Department of Treasury regulations, guidelines and directives
- Planning and organizing
- Problem solving
- Interpersonal and diplomacy
- Ability to conduct research and gathering of information
- Ability to work on specific time-frames
- Report writing
- Numeric skills
- Ability to communicate at all levels
- Analytical thinking
- Events Management
- People management

**DUTIES:**

- Plan and execute annual training plans.
- Perform and manage all pre-event activities including vendor RFI (process and analysis), budget and headcount forecasting, selection recommendation and negotiation of contracts
- Respond timeously to attendee communications
- Ensure that logistics are managed effectively by the team for the programs and events (i.e. registration, attendees, program, transportation, rooming, meal planning, activities, etc.)
- Evaluate programs and provide post-event analysis to ensure continuous improvement of all trainings/programs
- Reconcile invoices, attendance registers, approved quotations and allocated budget.
- Assist Law Researchers with projects from proposal to delivery.
- Create and manage logistics plans, running schedules, team management (Event Coordinators) and ensure all relevant parties are briefed and have their objectives, are tasked and understand their role.
- Facilitate the development of training aids such as manuals and handbooks
- Establish and maintain relationships with external training suppliers
- Determines the right tools and software to facilitate the delivery of training programs.
- Ensure availability of resources and coordinate the efforts of team members and 3rd party contractors and consultants in order to deliver training according to plans.
- Provide administration support to SAJEI management
- Manage the work flow and quality of output of SAJEI

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

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

**The Head: 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, 13<sup>th</sup> floor, Edura House 41 Fox Street, Johannesburg**


**CLOSING DATE:** 1 March 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**