



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 persons are required to establish the Office:

- REFERENCE NO** : 2017/87/OCJ
- POST** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT**
(Candidates who previously applied need to re-apply as previous applications will not be considered).
- SALARY** : R657 558.00 – R774 576.00 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : **NATIONAL OFFICE: MIDRAND**
- LEVEL** : **11**
- REQUIREMENTS** : Grade 12 and a three year National Diploma/ Bachelor's degree in Human Resource Management, Public administration or equivalent qualification; A minimum of 6 years' experience of which 3 years should be at a supervisory level; A valid driver's licence **Skills and competencies:** Problem solving and decision making; creative thinking; planning and organization; Project management skills; Sound knowledge of the Job Evaluation system (Evaluate) applicable to the Public Service; Knowledge of policy development and implementation; knowledge of HR information and systems; Organizational Design Principles; people and diversity management; Ability to compile presentations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Ability to ensure high level of quality Leadership skills; Interviewing skills; Report writing skills; Presentation skills; Ability to work independently and meet deadlines; Ability to attend to detail and ensure correctness of information; Computer literacy, (OrgPlus, Persal, Word, PowerPoint, Excel, Visio).
- DUTIES** : Manage and maintain sound and effective organizational structures in alignment with the strategic objectives; Manage the development of Job Profiles in line with the organisational structure, development implementation plan and advise managers on new developed structures; lead and direct the JE process in terms of Analysis and grading jobs according to the Public Service Job Evaluation system and present the results to managers; Facilitate and coordinate change and Diversity Management in the Department; Manage, support and monitor performance of lower level personnel. Prompt mobilisation of multi-disciplined team to attend to urgent and emergency issues at hand. Establish and maintain strong relationships with key stake holders.
- ENQUIRIES** : **Mr SW Mekoa** 📞 (010) 493 2526
- APPLICATIONS:** Quoting the relevant reference number, direct your application to:

The Director, Human Resource Management, Office of the Chief Justice, Private Bag X10, **Marshalltown**, 2107. Applications can also be hand delivered to, Office of the Chief Justice, No. 188, 14th Road, Noordwyk, Midrand. For attention: Ms Dorothea Botha (010) 493 2630

CLOSING DATE : 6 OCTOBER 2017

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.

