



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 persons are required to establish the Office:

- REFERENCE NO** : 2017/108/OCJ
- POST** : SENIOR HUMAN RESOURCE OFFICER
(Candidates who previously applied need to re-apply as previous applications will not be considered).
- SALARY** : R226 611.00 – R266 943.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **PROVINCIAL CENTRE MPUMALANGA: NELSPRUIT**
- LEVEL** : **7**
- REQUIREMENTS** : Grade 12 or equivalent qualification; A minimum of 3 years relevant experience in all functions of Human Resource Management within the public sector; Supervisory experience will be an added advantage; Extensive knowledge of PERSAL and HR utilization will be an advantage; A valid code 08 driver's licence will be an additional advantage. **Skills and competencies:** Job Knowledge, Communication skills; Interpersonal relations; Flexibility; Teamwork; Computer; Planning and organisation; Language; Good verbal and written communication.
- DUTIES** : Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service e.g.: Personnel development, performance management and discipline, and ensure quality of work; Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing, Medical, Injury on duty, Terminations, Long service recognition, Overtime, relocation, Pension, allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices; Inform, guide and advice the Department/ personnel on HR Administration matters to enhance the correct implementation of HR Management practices; approve transaction on Persal according to delegations. Prepare reports on Human Resource issues and statistics, support and monitor performance and development of personnel.
- ENQUIRIES** : Mr H Hlophe (013) 753 9308.
- APPLICATIONS:** Quoting the relevant reference number, direct your application to:

The Provincial Head: Private Bag X22149, Nelspruit, 1200. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 4TH floor, 30 Brown Street, Nelspruit.
- 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.

We welcome applications from persons with disAbilities 

