



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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 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:

- REF NO** : 2018/25/OCJ
- POST** : **DEPUTY DIRECTOR: JUDGES REMUNERATION**
- SALARY** : R 657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement
- CENTRE** : **JUDICIAL SUPPORT: PRETORIA**
- LEVEL** : 11
- REQUIREMENTS** : Grade 12 and a three year relevant National Diploma/ Bachelor' degree in Public Management or Administration and related fields; Five (5) years relevant experience of which 3 years should be at supervisory level; Knowledge and experience in the application of the provision of the relevant legislations policies and regulations that govern the Public Service; In-depth knowledge of the Judges' Remuneration and Conditions of Employment Act, 2001; A valid driver's licence. **Skills and Competencies:** Sound Interpersonal relations; Planning and Organising skills; People management; Problem solving skills; Maintaining discipline; Conflict resolution; Computer literacy; Good Communication skills; Conflict management and Supervisory skills.
- DUTIES** : Manage finance and procurement of goods and services; Implement Human Resource services; Administer remuneration and conditions of service with regard to Judges and Acting Judges; To prepare memorandums to the Minister and President on various matters concerning Judges; Implementation of the Judges Remuneration Act and Regulations; calculation and payment of pension, gratuities and resignation benefits to Judges; Compile and co-ordinate monthly/quarterly/yearly reports concerning the Judges.
- ENQUIRIES** : Mr L Kilian (012) 315 1201
- 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: The Office of the Chief Justice No 188, 14th Road, Noordwyk, Midrand.
- CLOSING DATE** : **23 FEBRUARY 2018**
- 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**

