



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** : 2018/06/OCJ
- POST** : **ASSISTANT DIRECTOR: PROFESSIONAL INTEGRITY AND ETHICS PROMOTION**
- SALARY** : R334 545.00 – R394 065.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **NATIONAL OFFICE: MIDRAND**
- LEVEL** : **9**
- REQUIREMENTS** : Grade 12 and a three year Diploma/ Degree in Professional Ethics, Public Management and Administration or equivalent; Three (3) years' experience in Professional Ethics of which two (2) years should be at a supervisory level; Knowledge and experience of Anti-corruption initiatives in the public service; Knowledge of Professional Ethics infrastructure in the public service; Ability to conduct research to compile reports based on good governance legislation, especially, the extent to which it relates to Professional Ethics; No criminal record; A valid driver's licence.
Skills and competencies: Presentation skills; Planning and organizing, Knowledge of relevant legislatures related to management, Ethics Fraud and anti-corruption, Client orientation and customer focus, results/quality management, Problem solving and analysis, Service delivery innovation, Operational knowledge of financial disclosure system (e-disclosure system), Operational knowledge of MS Office (Word, Excel and Outlook) and Analytical skills for report writing.
- DUTIES** : The incumbent will required to assist with the development and implementation of integrity & ethics management strategy and plan for the department. Monitoring and evaluating delivery against ethics and anti-corruption plans. Conduct ethics and integrity awareness sessions for the department. Conduct research on Anti-Corruption initiatives and Professional Ethics to inform policy development. Conduct research on the Professional Ethics infrastructure in the public service. Provide advice and prepare reports on Professional Ethics and Anti-Corruption instruments to key stakeholders. Provided the system administration functions of the financial disclosure system (e-disclosure), Provide support to the Departmental Ethics Committee.
- ENQUIRIES:** **Ms B Motene (010) 493 2500**
- 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** : **9 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

