



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** : 2018/11/OCJ
- POST** : **ASSISTANT DIRECTOR: PERSAL CONTROLLER**
- 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 National Diploma/Bachelor's degree in Human Resource Management or an equivalent qualification with three (3) years relevant and appropriate experience in a Public Sector Human Resource Management environment of which two (2) years at supervisory level will be an added advantage. PERSAL Training, Computer literacy MS Excel, MS Word, MS Outlook is essential (MS Access and MS Visio will be an added advantage), A valid Code 08 driver's licence. **Skills and competencies:** Knowledge and understanding of the Public Service Act, Public Service Regulations, Labour Relations Act, and other related policies., Interpersonal skills, Communication skills, Organisational skills, Financial and knowledge management skills, Problem solving and analysis skills, Data analysis and report writing skills, Extensive knowledge of the SCC system will be an added advantage. Good verbal and written communication skills.
- DUTIES** : Be responsible for the creation and maintenance of the departmental codes on the departmental code file. Evaluate and recommend/reject requested changes to the PERSAL system (SCC). Manage and control PERSAL notices and messages and bring important issues to the attention of management. Create users on Persal, allocate functions and link users and supervisors. Monitor the effective utilisation of the PERSAL system. Ensure that sound and effective personnel and salary persal management exists in the Department. Establish a well-trained PERSAL User group. Provide guidelines on the maintenance of the paper file and the information on PERSAL. Analyse PERSAL data and prepare monthly/quarterly/yearly reports; Monitor and manage statistics and information on PERSAL. Monitor the allocation and use of functions. Responsible for the composition and maintenance of departmental manuals and procedures. Implement control and audit measures on the PERSAL system. Be accountable for the effective utilisation of the PERSAL system; ensure authorisation of the suspense files transactions and verification with source documents.
- ENQUIRIES:** **Ms D Botha (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.

