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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:

- REFERENCE NO** : 2018/14/OCJ
- POST** : **ASSISTANT DIRECTOR: HUMAN RESOURCES**
- SALARY** : R 334 545.00 – R 394 065.00 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/ B Degree, in Human Resource Management or Business Management; Three (3) year's working experience in Human Resource Administration; Two (2) years' experience at a supervisory level in HR; Knowledge and understanding of Human Resource Management environment, Management of Resources; Knowledge of policies/implementation strategies; Knowledge of PERSAL System; Knowledge of the relevant HR Management Legislation Directives; A valid driver's licence. **Skills and Competencies:** Computer Literacy (MS Office- with focus on Excel); Good communication skills (written and verbal); General Office and project management; Exceptional report writing skills; Interpersonal Relations; Ability to work long hours under pressure and be self-motivated; Attention to detail; Problem solving skills; Maintaining discipline.
- DUTIES** : Implementation of policies and procedures; Manage and co-ordinate HR administration matters within the Department to contribute to the rendering of a professional Human Resource Management environment; Conditions of service (Leave, Housing, Medical Aid, Injury on duty; Terminations; Long Service Recognition; Overtime; Relocation; Pension; Allowances etc).HR Provisioning (Recruitment and Selection; Appointments; Transfer; Verification of Qualifications; Secretariat functions at interviews etc); Ensure the successful implementation of Departmental/Public Services policies on matters related to human resource management to adhere to the relevant prescripts/legislation; Prepare and consolidate reports on personnel administration issues. Inform, guide and advice relevant stakeholders on human resource administration matters to enhance the correct implementation of personnel administration practice/policies.
- 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.

**We welcome applications from persons with disAbilities**

