



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** : 2018/16/OCJ
- POST** : **WEBMASTER OFFICER**
- SALARY** : R 226 611.00 – R266 943.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **CONSTITUTIONAL COURT: BRAAMFONTEIN**
- LEVEL** : **7**
- REQUIREMENTS** : A Grade 12 and a three year National Diploma/Degree in graphic design, web design, multimedia, computer science or equivalent qualification; at least one year design/layout experience; Microsoft certifications in C++, SQL, Java Script, Dynamics CRM; SharePoint or other similar certifications would be expected. Have a minimum 3 years' experience; proven design skills. **Skills and Competencies:** Analytical skills; attention to detail and quality assurance skills; communication skills (written and verbal); results & deadline driven; specialist programming skills in more than one of the technology areas; good understanding of the Systems Development Life Cycle (SDLC) Framework.
- DUTIES** : Assist with the management and update all of the OCJ website and intranet, including technical roadmap definition and execution; provide the day-to day operational support; prepare website content by structuring information and layout of pages for quality control of web content; develop new content and rewrite/edit existing content into a form that is appropriate for interactive media and adds value to the content materials; reform text, assure hyperlinks integrity, position new content to the website; ensure that the content on the website is always up-to-date, accurate, consistent and reliable; assist with the demand from internal clients, including content, configuration and development updates; provide support and input on design standards by which the sites and demands on the sites will be managed; maintain communication with all stakeholders, including demand/prioritization and feedback sessions; provided appropriate operational reporting and feedback.
- ENQUIRIES:** **Mr T Rikhotso (011) 349 7500**
- 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** 

