



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** : 2018/32/OCJ
- CLOSING DATE** : 23 MARCH 2018
- POST** : DEPUTY DIRECTOR: HR
- SALARY** : R 657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : MPUMALANGA PROVINCIAL CENTRE (NELSPRUIT)
- REQUIREMENTS** : Grade 12 and a relevant Bachelor's Degree/National Diploma in Human Resources/Business Management; 5 years' experience of which (3) years should be at junior/middle management level; Sound knowledge of public service policies; prescripts; procedures and all other relevant legislation; knowledge of the Persal System; Sound Knowledge of Labour Relations; A valid driver's licence. **Skills and competencies:** Computer Literacy (MS office- with focus on Excel); Good communication skills (written and verbal); Good people skills/interpersonal relations; ability to work long hours and under pressure; Be self-motivated and attention to detail.
- DUTIES** : The incumbent will render Generalist HR consulting services to the Province and staff; Provide HR interventions in the following fields; Recruitment and Selection; HR Administration; Performance Management; Learning and Development; Employee Relations; Organisational Development; Employee Wellness and any other skills of HR service interest.; Contribute to the development and accomplishment of departmental business plan and objectives; Act as an employee advocate and change champion and continually assess the effectiveness of HR in the office.

MPUMALANGA (NELSPRUIT): Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X11249, Nelspruit, 1200 or hand deliver applications to , 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit: **ENQUIRIES** Mr S Mashele (013) 753 9300)..



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.

