



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:

- CLOSING DATE** : 8 June 2018
- REF NO** : 2018/157/OCJ
- POST** : **ASSITANT DIRECTOR RISK MANAGEMENT**
- SALARY** : R334 545.00 – R394 065.00 per annum per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **NATIONAL OFFICE: MIDRAND**
- REQUIREMENTS** : Grade 12 and a 3 year National Diploma/Degree in Risk Management/Commerce/ Internal Auditing/Accounting; Minimum 3 years' experience in Risk Management and 2 years at supervisory level will be added advantage. Extensive knowledge of Public Sector regulatory environment specifically the PFMA, Treasury Regulations, as well as the Public Sector Risk Management Framework; knowledge of CURA or BARNOWL systems and King Report on Corporate Governance; A valid driver's license; Experience in identifying new risks and rolling out risk management methodology; the successful candidate will be required to undergo a security clearance. **Skills and competencies:** Good communications skills (verbal and written); Computer literacy (Excel, Word and PowerPoint); Analytical skills; report writing and presentation skills; interpersonal skills, planning and organizing. Ability to pay attention to details.
- DUTIES** : Participate in the development and implementation of Enterprise Risk Management (ERM) framework and supporting policies; Embed a risk management culture, risk awareness and anti-fraud awareness; Facilitate the compilation of Operational Risk Registers and the implementation of risk based Combined Assurance; Properly and timeously communicate relevant information to equip the relevant stakeholders to identify, assess and respond to risks; Render secretariat services at the departmental Risk Management Forum; Provide guidance to subordinates where necessary; share knowledge, coach, lead, evaluate and monitor progress on implementation of action plans and provide feedback; draft reports; build relationships with other stakeholders; perform any other duties that may be expected from time to time. Manage resource.
- ENQUIRIES:** **Ms L Mothemane**
- APPLICATIONS:** Quoting the relevant reference number, direct your application to:
NATIONAL OFFICE: Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 MARSHALLTOWN, 2107 or hand deliver to No 188, 14th Road Noordwyk, MIDRAND **ENQUIRIES:** Ms L Mothemane (010) 493 2500
- 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. Successful candidates should note that in terms of regulation 13 (c) of the Public Service Regulations, 2016, an employee shall not conduct any business with any organ of state or be a director of a public or private company conducting business with an organ of state.

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

