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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 person are required to capacitate the OCJ:

REFERENCE : 2018/162/OCJ

POST : DIRECTOR COURT OPERATIONS

CENTRE : NORTHERN CAPE PROVINCIAL SERVICE CENTRE

LEVEL : 13 SENIOR MANAGEMENT SERVICE (SMS)

SALARY : R 948 174.00 – R 1 116 918.00 per annum. The successful candidate will be required to sign performance agreement.

REQUIREMENTS:

- An appropriate qualification (NQF level 7) in Public Administration;
- 5 years relevant experience at middle/senior managerial level;
- Experience in court management will be an added advantage;
- A valid driver's license.

SKILLS AND COMPETENCIES:

- Strategic Capabilities and leadership;
- Performance management;
- Project management;
- Financial management;
- Knowledge management;
- Service Delivery Innovation;
- Problem solving and Analysis;
- People management and empowerment;
- Change management;
- Client Orientation and customer focus Communication;
- Positive and Innovative;
- Confidence and the ability to communicate at higher levels, professional;
- Hard working; Proactive and creative;
- Ability to work under pressure.

KEY PERFORMANCE AREAS:

- Manage court operations; case flow and administrative support services for the High Court;
- Manage efficient language and interpretation services for the High Court;
- Manage court facilities;
- Manage security services and monitor risk for the High Court;
- Manage quality assurance and auxiliary services at the High Court;
- Manage and monitor court stakeholder and customers relations;
- Manage effective utilization of resources at the High Court;
- Ensure and manage collation, submission and reporting on court performance statistics and provide technical support to the Provincial Efficiency and Enhancement Committee (PEEC).



ENQUIRIES: Ms S Ruthven (053) 807 2733.

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The OCJ Provincial Head, Office of the Chief Justice, Private Bag x5043, **KIMBERLEY**,
8300 or hand deliver applications to High Court, Sol Plaatje Drive, Room
B107, Kimberley.

CLOSING DATE: **27 JULY 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 completed and signed form Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), 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.

Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

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). 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 

