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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 : 2018/173/OCJ

POST : EVENTS COORDINATES

CENTRE : NATIONAL OFFICE: MIDRAND (SAJEI)

LEVEL : 09

SALARY : R 356 289.00 – R 419 679 .00 per annum per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A three year National Diploma in Events Management or equivalent qualification; A minimum of 3 years' experience in providing logistical support to facilitators and trainers;
- An understanding of the South African criminal justice sector, especially Judiciary;
- Managing a filing system;
- Advanced computer literacy;
- A valid driver's licence.

SKILLS AND COMPETENCIES:

- Planning and organizing;
- Interpersonal and diplomacy;
- Ability to conduct research and gathering of information;
- Ability to work on specific time-frames;
- Report writing;
- Analytical thinking;
- Good report writing skills;
- Ability to work under pressure;
- Good networking and communication skills;
- Excellent logistical support;
- Basic financial management;
- Problem analysis and solving;
- Knowledge management.

KEY PERFORMANCE AREAS:

- Source venues for training and seminars;
- Initiate travel arrangements of the delegates and facilitators as per approved program and inform them timeously;
- Copy and package training materials for the programs;
- Conduct ushering services at SAJEI events;
- Prepare training and consolidated evaluation reports after every event;
- Ensure that all training documents comply with records management policy;



- Prepare weekly, monthly and quarterly reports;
- Perform other duties as directed.

ENQUIRIES: Ms C Gideon/ Ms L Mothemane (010) 493 2500.

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director: Human Resources, Office of the Chief Justice, Private Bag X10,
MARSHALLTOWN, 2107. For the attention of HR Directorate. Applications can also
be hand delivered to the Office of the Chief Justice, Human Resource Management,
188 14th Road, Noordwyk, Midrand, 1685.

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 

