



188, 14th Road, Noordwyk, Midrand, 1685
Private Bag X10, Marshalltown, 2107
Tel: +27 10 493 2500 (Switchboard)
E-mail: info@judiciary.org.za
www.judiciary.org.za

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 : 2018/250/OCJ

**POST : CONTRACT SERVICE DELIVERY OFFICER
(CONTRACT VALID UNTILL 31 MARCH 2019)**

CENTRE : NATIONAL OFFICE: MIDRAND

LEVEL : 7

SALARY : R 242 475. 00 - R 285 630. 00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate National Diploma /Bachelor's Degree in Public Administration or equivalent qualification on NQF level 6;
- 1- 3 years' relevant experience;
- Experience in Service Delivery Improvement environment;
- Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service;
- Knowledge on policy development;
- Knowledge of the Public Service Operations Management Framework;
- A valid driver's licence.

SKILLS AND COMPETENCIES:

- Good communications skills (verbal and written);
- Computer literacy (Excel, Word and PowerPoint);
- Knowledge and understanding of Service Delivery Improvement Programmes;
- Understanding and knowledge of Batho Pele Principles;
- Financial Management skills;
- Strategic leadership capability;
- Project management skills;
- People and resource management skills;
- Research and development expertise;
- Strategic change and risk management;
- Presentation and facilitation skills;
- Ability to network;
- Influence and impact;
- Applied strategic thinking;
- Stakeholder management;
- Planning and Organising skills;
- Customer care skills;



KEY PERFORMANCE AREAS:

- Support in the implementation of norms and standards in rendering Service Delivery programmes;
- Support Strategy and Service Delivery Unit with the roll-out of a customer service improvement tool;
- Support the Strategy and Service Delivery Unit with the coordination of Batho Pele information sessions for all Superior Courts;
- Assist the Strategy and Service Delivery Unit with the monitoring and evaluation of the Service Delivery Improvement Plan (SDIP), Service Standards, Service delivery Charter and Customer Service Improvement Plan implementation.

ENQUIRIES: 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: **10 AUGUST 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 

