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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 Office:

REFERENCE : 2018/349/OCJ

POST : DIRECTOR: COURT OPERATIONS

CENTRE : EASTERN CAPE PROVINCIAL CENTRE

SALARY : R1 005 063.00 – R1 183 932.00 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate under graduate qualification (NQF 7) as recognized by SAQA;
- 5 Years' experience at middle / senior management level;
- Experience in court management will be an added advantage; and
- A valid driver's license.

TECHNICAL COMPETENCIES:

- Knowledge of the functioning of the Courts;
- Knowledge of case management;
- Knowledge of library and research services; and
- Understanding of relevant Public Service prescripts.

BEHAVIORAL COMPETENCIES:

- Strategic capability and leadership;
- Programme and project management;
- Financial management;
- Change management;
- Knowledge management;
- Service delivery innovation;
- Problem solving and analysis;
- People management and empowerment; and
- Client orientation and customer focus.



KEY PERFORMANCE AREAS:

- Manage administrative support to Courts in the Division of the High Court;
- Manage the provisioning of case management support to Courts in the Division of the High Court;
- Manage the provisioning of library and research services;
- Manage case and court records;
- Manage, monitor and evaluate the administrative functioning of Courts in the Division of the High Court;
- Manage quality assurance and auxiliary services;
- Manage transcriptions and language services; and
- Manage utilisation of resources.

ENQUIRIES: Ms D Botha (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: 11 January 2019

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.

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 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.

We welcome applications from persons with disAbilities 

