



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 person are required to capacitate the OCJ:

REFERENCE : 2018 / 241 / OCJ

POST : DEPUTY DIRECTOR: CONTENT AND RELATIONSHIP MANAGEMENT TO THE DEPUTY CHIEF JUSTICE (ROLE-PLAYING POST)

PERIOD : 3 YEAR RENEWABLE CONTRACT

CENTRE : CONSTITUTIONAL COURT (JHB)

LEVEL : 11 MMS (MIDDLE MANAGEMENT)

SALARY : R657 558.00 — R774 576.00 per annum (all-inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.

REQUIREMENTS

- A degree or diploma in Law or Communication or equivalent qualification (NQF level 6).
- A post graduate qualification will be an added advantage;
- 5 Years relevant experience;
- A valid driver's licence; and
- Willingness to travel.

SKILLS AND BEHAVIORAL COMPETENCIES:

- Extensive knowledge of research functions and research systems as well as proven report writing skills;
- Analytical acumen;
- Proven ability to draft and quality control highly complex documents;
- Proven ability in the drafting of speeches;
- Proven high level communication and stakeholder relationship management skills;
- Knowledge of the functioning of an executive office;
- Ability and willingness to travel often and work long hours;
- Ability to meet strict deadlines and to work under pressure;
- Excellent communications skills (both written and verbal);
- A sense of attention to detail;
- Adaptability;
- Problem solving; and
- Good interpersonal skills.

KEY PERFORMANCE AREAS:

As the Deputy Director: Content and Relationship Management in the Office of the Deputy Chief Justice, the successful candidate will be responsible for conducting research, prepare speeches and facilitate international and domestic stakeholder relations for this office through:



- Conducting of research by:
 - ✓ Using all available research systems and methods;
 - ✓ Doing situational analyses, developing position papers, briefing notes and reports well before an engagement of the Deputy Chief Justice; and
 - ✓ Directing, coordinating and consolidating technical inputs for the development of reports, position papers and briefing notes;

- Preparation of draft speeches by:
 - ✓ Directing, coordinating and consolidating technical inputs for the development of speeches;
 - ✓ Liaising with senior managers and officials in the Department to obtain inputs into speeches;
 - ✓ Ensuring that a comprehensive database of all delivered speeches is maintained; and
 - ✓ Ensuring that all speeches are placed on the departmental website and made available when requested by stakeholders.

- Facilitating international and domestic stakeholder relations by:
 - ✓ Providing executive liaison services to the Deputy Chief Justice in support of his functions as well as interaction with the Executive and Legislative branches of the State;
 - ✓ Communicating effectively to promote constructive international and domestic relations with the broader community for example the Legal profession, Universities and other stakeholders;
 - ✓ Sourcing relevant news and information at international and domestic level for the consideration of the Deputy Chief Justice; and
 - ✓ Liaising with organizations, Departments and other stakeholders in terms of the speaking engagements of the Deputy Chief Justice.

ENQUIRIES: Ms C Gideon (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: **3 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 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.

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

The OCJ 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, 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. 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.

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 

