



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 / 237 / OCJ

POST : DIRECTOR: EXECUTIVE SUPPORT TO THE DEPUTY CHIEF JUSTICE (ROLE-PLAYING POST)

PERIOD : 3 YEAR RENEWABLE CONTRACT

CENTRE : CONSTITUTIONAL COURT (JHB)

LEVEL : 13 SENIOR MANAGEMENT SERVICE (SMS)

SALARY : R948 174 00 — R1 116 918 00 per annum (all-inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A degree in Law or Management or Administration (NQF level 7);
- A post graduate qualification will be an added advantage;
- 5 Years' relevant experience at a middle management level;
- 3 Years' experience in an executive office;
- A valid driver's licence;
- Willingness to travel;
- Excellent managerial and organisational skills;
- Innovative and self-driven professional with proven leadership skills;
- Excellent interpersonal skills; and
- Ability to perform under pressure.

CORE MANAGEMENT COMPETENCIES:

- Strategic capability and leadership;
- Financial management;
- Programme and Project management;
- People management and empowerment;
- Change management;
- Service delivery innovation;
- Client orientation and customer focus; and
- Communication.

SKILLS AND BEHAVIORAL COMPETENCIES:

- Analysis, problem solving and sound judgment;
- Decision making;
- Managing complexity;
- Planning and organising;
- Accountability;
- Resilience;



- Customer service orientation;
- Business performance management; and
- Organisational resource management.

KEY PERFORMANCE AREAS:

As the Director: Executive Support in the office of the Deputy Chief Justice, the successful candidate will be responsible for providing overall strategic management and leadership in respect of this office through:

- Providing executive support services to the office of the Deputy Chief Justice to ensure the effective and efficient functioning of the Deputy Chief Justice in the exercising of his assigned responsibilities by:
 - ✓ Developing and ensuring the implementation of an approved operational plan for the office of the Deputy Chief Justice;
 - ✓ Planning, coordinating and monitoring the daily functional operations of the office of the Deputy Chief Justice in ensuring that the necessary resources are allocated to support the Deputy Chief Justice;
 - ✓ Managing and synchronizing the activities of staff supporting the Deputy Chief Justice;
 - ✓ Coordinating and providing executive support-, administrative-, secretarial-, household support- and diary management services to the Deputy Chief Justice;
 - ✓ Quality assuring documents submitted for attention of the Deputy Chief Justice to ensure accuracy and completeness of information provided; and
 - ✓ Managing the interface between the office of the Deputy Chief Justice and the OCJ.
- Ensuring management and coordination of research and the preparation of draft speeches for the Deputy Chief Justice by:
 - ✓ Conducting extensive and reliable research using all available research systems and methods;
 - ✓ Overseeing the preparation of draft speeches well before an engagement of the Deputy Chief Justice; and
 - ✓ Overseeing the conducting of situational analyses, development of position papers, briefing notes and reports well before an engagement of the Deputy Chief Justice.
- Ensuring management and coordination of international and domestic stakeholder relations for the Deputy Chief Justice by:
 - ✓ Providing executive liaison services to the Deputy Chief Justice in support of his functions as well as his interaction with the Executive and Legislative branches of the State; and
 - ✓ Ensuring effective communication to promote constructive international and domestic stakeholder relations with the broader community for example the Legal profession, Universities and other stakeholders.
- Ensuring the management of protocol services and the co-ordination of security services for the Deputy Chief Justice by:
 - ✓ Ensuring that there is liaison with organizations, Departments and other stakeholders in terms of the protocol arrangements for the engagements of the Deputy Chief Justice;
 - ✓ Ensuring the effective provision of protocol support services to the Deputy Chief Justice; and
 - ✓ Ensuring effective security coordination for the Deputy Chief Justice by liaising with the South African Police Service and other law enforcement agencies.
- The provision of general management services including compliance with all regulatory prescripts by:
 - ✓ Ensuring compliance with the prescripts and the regulatory framework of the Public Service;
 - ✓ Managing all human resources allocated to the office;
 - ✓ Managing expenditure and the budget allocated to the office;
 - ✓ Ensuring the effective and efficient utilization of all resources; and
 - ✓ Ensuring effective planning, monitoring, evaluation and performance reporting in terms of the relevant prescripts.

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 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, 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 

