



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 / 243 / OCJ

POST : PROTOCOL OFFICER TO THE DEPUTY CHIEF JUSTICE (ROLE-PLAYING POST)

PERIOD : 3 YEAR RENEWABLE CONTRACT

CENTRE : CONSTITUTIONAL COURT (JHB)

LEVEL : 9

SALARY : R334 545.00 — R394 065.00 per annum
The successful candidate will be required to sign a performance agreement.

REQUIREMENTS

- A degree or diploma (NQF level 6);
- A protocol specific qualification will be an added advantage;
- 3 Years' relevant experience; and
- A valid driver's licence.

SKILLS AND BEHAVIORAL COMPETENCIES:

- Extensive knowledge of the relevant protocol prescripts and the application thereof;
- High level communication and stakeholder relationship management skills;
- Proven logistical coordination and organizing skills;
- Knowledge of the functioning of an executive office.
- Report writing skills;
- 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; and
- Problem solving.

KEY PERFORMANCE AREAS:

As the Protocol Officer in the office of the Deputy Chief Justice, the successful candidate will be responsible for the provision of protocol services and coordination of security services for the Deputy Chief Justice through:

- Development and maintenance of a Protocol Management Framework for the Deputy Chief Justice by:
 - ✓ Obtaining knowledge and a clear understanding of the protocol requirements of the position of Deputy Chief Justice;
 - ✓ Developing a clear understanding of the role of the Judiciary as an Arm of State; and
 - ✓ Compiling, consulting and securing approval of a Protocol Management Framework for implementation and maintenance.



- Liaising with stakeholders (international and domestic) with a view to ensuring that due protocol is observed during ceremonial and official engagements of the Deputy Chief Justice by:
 - ✓ Obtaining knowledge regarding the protocol relevant to the specific stakeholder;
 - ✓ Advising stakeholders of the protocol requirements of the Deputy Chief Justice; and
 - ✓ Advising the Deputy Chief Justice on the protocol applicable to every stakeholder engagement.
- Supporting the Deputy Chief Justice during ceremonial and official engagements by:
 - ✓ Visiting the venue to undertake protocol planning with the hosts;
 - ✓ Briefing the Deputy Chief Justice prior to the event; and
 - ✓ Meeting the Deputy Chief Justice on arrival and provide ushering services throughout the event until departure.
- Coordinating security services for the Deputy Chief Justice by:
 - ✓ Liaising with the SAPS with regard to the VIP protection rendered to the Deputy Chief Justice.
 - ✓ Liaising with other law enforcement agencies for example the Metro Police as and when required.

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.

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 

