



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 Office:

REFERENCE : **2019/500/OCJ**

POST: **DEPUTY DIRECTOR GENERAL: COURT ADMINISTRATION SERVICES**

CENTRE: **NATIONAL OFFICE (MIDRAND)**

SALARY: **R 1 446 378 - R 1 629 348** per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate four (4) year Legal degree (NQF Level 7) and a postgraduate qualification (NQF Level 8);
- 8 -10 Years' experience at Senior Management level in the management of core business operations of an organization;
- Knowledge of the legislation regulating court operations and case management processes and systems;
- Understanding of the support services relating to the management of judicial functions in the criminal, civil and family law in the courts;
- Knowledge and good understanding of the Public Service Act and Regulations as well as the relevant public service prescripts, the Public Finance Management Act including Treasury Instructions and Regulations;
- Demonstrated capabilities in research and development; and
- Experience and understanding of court operations, management of a legal practice and litigation will be an added advantage.



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
- Client Orientation and Customer Focus
- Communication (written and verbal)

KEY PERFORMANCE AREAS:

- Provide leadership and oversight in achieving the strategic objectives of the Branch;
- Oversee the development and implementation of court operations policies and strategies;
- Provide executive, strategic and operational leadership in support of the judicial functions of all the Superior Courts in line with judicial policies, norms and standards;
- Provide executive, strategic and operational leadership in support of the judicial functions of all the Lower/Magistrates' Courts in line with judicial policies, norms and standards;
- Oversee the modernization of court processes, development and implementation of systems to enhance the efficiency and effectiveness of the courts;
- Manage, oversee and support the development and implementation of judicial case flow management practices, policies and systems;
- Manage and coordinate court performance management information and reporting; and
- Manage stakeholder relations within the justice value chain to ensure court efficiency.

ENQUIRIES: Mr Elias Moeng (010) 493 2524

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 HRM Directorate. Applications can also be emailed to recruitments@judiciary.org.za or hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685.

CLOSING DATE: 20 May 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 Z83 form 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 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 exercise 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 this position.

We welcome applications from persons with disAbilities 

