



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/s are required to capacitate the Office:

POST : DEPUTY DIRECTOR: EMPLOYEE RELATIONS

REF NO : 2019/377/OCJ

SALARY : R697 011 – R821 052 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : NATIONAL OFFICE: MIDRAND

REQUIREMENTS

- A National Diploma or Bachelor's Degree in Labour Relations or any relevant qualification;
- Five (5) years' experience in a Labour Relations environment of which three years must be at supervisory level;
- In depth knowledge and understanding of all Labour Relations;
- In depth knowledge of South African Labour legislation;
- Experience in handling internal grievances, disputes, CCMA cases and strong ability to maintain and protect confidential information, in able to interpret policies.

DUTIES

- Manage, coordinate and monitor the implementation of employee relations, policies and procedures;
- Promote sound employee relations including effective management of disputes, grievances;
- Ensure effective management of the information and records of all activities related to Employee Relations;
- Represent the Department in all relevant forums including conciliation, arbitration at the Bargaining Council and CCMA;
- Provide expert employee relations advice to managers and employees;
- Design appropriate interventions to build internal capacity in terms of employee relations matters;
- Identify areas that needs urgent intervention from management;
- Coordinate the effective Collective Bargaining processes within the Department by ensuring healthy working relationships and engagement with the relevant recognized Trade Unions;



- Analyse the Employees Relations trends with recommendations to management;
- Ensure that all compliance reports are submitted on time.

APPLICATIONS:

Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

ENQUIRIES : Ms D Botha Tel No: (010) 493 2500

CLOSING DATE : **1 FEBRUARY 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

