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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:

REFERENCE : 2019/474/OCJ

POST : ASSISTANT DIRECTOR: E-LEARNING ADMINISTRATOR

CENTRE : NATIONAL OFFICE: MIDRAND (SAJEI)

LEVEL : 9

SALARY : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A three (3) year National Diploma: System/Computer Application/B Tech or equivalent qualification;
- 2-3 years' experience in online training related environment;
- Exposure to E-Learning platforms and LMS tools;
- Previous exposure to application of Microsoft office suite.

SKILLS AND COMPETENCIES:

- Knowledge of relevant SITA legislation;
- Knowledge of open source environment;
- Project management;
- Basic management and report writing skills;
- Problem solving skills;
- Stakeholder management skills;
- Ability to work under pressure;
- Client Orientation and Customer Focus.



KEY PERFORMANCE AREAS:

- Implementation of the Learning Management System;
- Provision of administrative, functional and technical support for LMS operation;
- Training for SAJEI staff and users on emerging technologies;
- Provide support to Judicial Educators in production and uploading of training materials;
- Support online training delivery and facilitation activities;
- Provision of technical support for the SAJEI's intranet page including assessment and implementation of new capabilities.

ENQUIRIES: Ms D Botha /Ms C Gideon/Ms L Mothemane Tel No: (010) 493 2500/2528/2533

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: **5 APRIL 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 a 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 

