



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:

REFERENCE : 2019/479/OCJ

POST : ASSISTANT DIRECTOR: GRAPHIC DESIGN AND PUBLICATIONS

CENTRE : NATIONAL OFFICE: MIDRAND

LEVEL : 9

SALARY : R 356 289-00 – R 419 679-00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A three year National Diploma/ Degree in Graphic Design;
- A minimum of three years 'experience in the Graphic Design and Publications Production field;
- Knowledge of software e.g Illustrator, Photoshop; InDesign (MAC and/or PC);
- Basic knowledge of photography/ photography skills;
- A valid driver's licence.

SKILLS AND COMPETENCIES:

- Project management; advanced computer skills;
- Expert knowledge of MS Office programs (Word, Excel and PowerPoint);
- Design skills;
- Creative thinking;
- Good interpersonal skills;
- Good communication skills;
- Problem solving;
- Ability to work in multiple projects;
- Project management skills; attention to detail;
- The ability to work independently, fast and accurately;
- The ability to meet deadlines and initiative.



KEY PERFORMANCE AREAS:

- Design corporate publications as well as products for events, exhibitions, and outreach activities and facilitate quality control on all design projects;
- undertake photographic duties for the Department and assemble images for use in various design work;
- Oversee the production process for all outsourced productions;
- Manage the OCJ's social media platforms, including development of brand awareness and online reputation, content management, search engine optimisation, and generation of inbound traffic;
- Manage the design studio, its personnel equipment and financial resources.

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. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

CLOSING DATE: 23 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 

