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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 : 2019/482/OCJ

POST : IT CO-ORDINATOR

CENTRE : PROVINCIAL SERVICE CENTRE: WESTERN CAPE

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 Information Technology;
- Three (3) years relevant experience of which 2 years must be at supervisory level;
- 1 Year end user training and a valid driver's licence.
- An advanced certificate in ITIL will be an added advantage.

TECHNICAL KNOWLEDGE/ COMPETENCIES:

- Project and Systems Management;
- Network administrator;
- Help Desk first line support;
- knowledge of Government prescripts, regulations and laws;
- Knowledge of Development of users training manuals, guidelines and procedures and drafting a budget;
- Knowledge/ experience in evaluation on End-User Training;
- Knowledge of Public Sector IT environment, LAN, Project and Change Management;
- Experience in (IT and general) Asset Management.

BEHAVIOURAL COMPETENCIES:

- Project and system management;
- Above average communication skills;
- Good interpersonal relations skills;
- Training and presentation skills;



- Problem solving and analytical skills;
- Planning and Organising;
- Customer service orientation.

KEY PERFORMANCE AREAS:

- Conduct functional training on Business Systems Applications;
- Provide IT first line support and liaison with the End-Users and LAN support;
- Liaise with Contracted Service Providers at Provincial level;
- Conduct infrastructural assessment (Application support) and coordinate all the IT related activities in the regions;
- Manage projects for Roll-out of Business systems and training;
- Compile regional report on the IT system usage and all the IT business systems undertaken.

ENQUIRIES: Ms M Baker (021) 469 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town.

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 

