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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 : 2019/487/OCJ

POST : DIRECTOR: LOWER COURTS PERFORMANCE

CENTRE : NATIONAL OFFICE: MIDRAND

LEVEL : 13

SALARY : R1 005 063-00 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An undergraduate qualification at NQF level 7 as recognized by SAQA;
- 5 years of experience at middle/senior managerial level and a valid driver's licence.

TECHNICAL KNOWLEDGE:

- Knowledge of court processes and legal documentations;
- Knowledge of all relevant government prescripts, including treasury instructions.

SKILLS:

- Computer Literacy;
- Ability to operate/interface with technical systems;
- Interpersonal skills;
- Organisational skills.

BEHAVIOURAL COMPETENCIES:

- Strategic capabilities and leadership;
- Performance management;
- Project management;
- People management and empowerment;
- Change management;
- Knowledge Management;



- Service Delivery Innovation (SDI);
- Problem solving and analysis;
- Client Orientation and Customer Focus

KEY PERFORMANCE AREAS:

- Manage the development of policy and intervention/ programmes to support case flow management system;
- Facilitate the provision of a framework-guidelines and policies to enhance the Judicial Case Flow Management.
- Manage the collection of Case Flow Management information and statistics;
- Develop, manage, maintain Case Flow Management tools/systems;
- Develop an integrated Case Flow Management National Database;
- Coordination of Library Services;
- Manage the Law Reporting Project.
- Manage utilization of resources in the Directorate

ENQUIRIES: Ms C Gideon (010) 493 2500/2528

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: **31 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 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 this position.

We welcome applications from persons with disAbilities 

