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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 :** 2019/488/OCJ

**POST :** DIRECTOR: COURT OPERATIONS

**CENTRE :** MPUMALANGA PROVINCIAL CENTRE

**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' relevant experience at middle/senior managerial level and a valid driver's licence;
- Experience in court management will be an added advantage.

**SKILLS AND COMPETENCIES:**

- Strategic Capabilities and leadership;
- Performance management;
- Project management;
- Financial management;
- Knowledge management;
- Service Delivery Innovation;
- Problem solving and Analysis;
- People management and empowerment;
- Change management;
- Client Orientation and customer focus Communication;
- Positive and Innovative;
- Confidence and the ability to communicate at higher levels, professional;
- Proactive and creative;
- Ability to work under pressure.



## KEY PERFORMANCE AREAS:

- Manage court operations; case flow and administrative support services for the High Court;
- Manage efficient language and interpretation services for the High Court;
- Manage court facilities;
- Manage security services and monitor risk for the High Court;
- Manage quality assurance and auxiliary services at the High Court;
- Manage and monitor court stakeholder and customers relations;
- Manage effective utilization of resources at the High Court;
- Ensure and manage collation, submission and reporting on court performance statistics and provide technical support to the Provincial Efficiency and Enhancement Committee (PEEC).

**ENQUIRIES:** **Mr M Maeko (013) 753 9308**

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 20051, Mbombela 1211. Applications can also be hand delivered to, Mpumalanga Division of the High Court, Office of the Chief Justice Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.

**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** 

