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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:

REF NO : 2019/551/OCJ

**POST : SENIOR PRACTITIONER: EMPLOYMENT EQUITY
(Re-Advertisement Candidates who previously applied are encouraged to re- apply)**

CENTRE : NATIONAL OFFICE: MIDRAND

LEVEL : 8

SALARY : R 316 791.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS

- An appropriate three (3) year National Diploma or Degree in Human Resources Management/ Social/ Behavioral Science (Industrial Psychology)/ Public Administration/Public Management or related.
- A minimum of 3-years' experience in Human Resources Management /Transformation/ Diversity management /Gender mainstreaming environment.
- Computer literacy with knowledge and experience of Microsoft office packages.
- PERSAL Certificate (Introduction and Establishment management) would be an added advantage.

KEY PERFORMANCE AREAS

- Facilitate implementation of HR policies, strategies and plans.
- Implement and monitor the EE Plan.
- Develop templates, schedules and registers to support implementation process.
- Developing and reporting of the plan.
- Prepare the equity plan and submit it to Department of Labour.
- Implement mechanism to monitor and evaluate the implementation of plan.
- Participate actively in the development and implementation of the employment equity actions.
- Provide regular reports on employment equity to ensure progress against targets and suggest corrective actions where required.
- Make recommendation on how best to implement employment equity.



- Keep record of all employment equity activities (Minutes, Plans, etc)
- Conduct awareness and training. Consultation with the Employment Equity forum.
- Maintain and monitor statistical analysis templates and Employment equity (EE) status reports.
- Provide EE profiles in support of employment practices.
- Develop and update database.
- Communicate with stakeholders, clients, and management.
- Draft general correspondence such as response letters, emails, status reports, memos, presentations and submissions.
- Conduct formal presentations during awareness workshops/meetings.
- Provide logistical support services by arranging meetings, venues and refreshments (includes procurement processes).

ENQUIRIES : **Ms C Gideon/Ms L Mothemane (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. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

CLOSING DATE: 06 SEPTEMBER 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 

