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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 : 2019/568/OCJ

POST : DIRECTOR: EMPLOYEE RELATIONS (3 YEAR CONTRACT)

CENTRE : NATIONAL OFFICE: MIDRAND

LEVEL : 13

SALARY : R1 057 326.00 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An NQF Level 7 qualification (Bachelor's Degree in Labour Relations/Industrial Relations/Human Resources Management/Labour Law). An LLB Degree will be an added advantage.
- 5 years' relevant experience at middle/senior managerial level.
- Knowledge and good understanding of Labour Relation Act, Public Service Act 1994, Public Service Regulations 2016, Employment Equity Act 1998, Basic Conditions of Employment Act 1997, White Paper on Transformation of the Public Service, Treasury Regulations, Public Financial Management Act.
- Knowledge and understanding of the Employee Health and Wellness framework in the Public Service.
- A valid driver's licence.

BEHAVIOURAL COMPETENCIES:

- Strategic Capability and Leadership;
- Programme and Project Management;
- Financial Management;
- Change Management;
- Service Delivery Innovation;
- Problem Solving and Analysis;



- People Management and Empowerment;
- Client Orientation and Customer Focus;
- Communications (verbal and written).

KEY PERFORMANCE AREAS:

- Deliver high quality strategic employee relations to support the strategic objectives of the Department by ensuring timeous review and implementation of employee relations policies, codes and practices, effective handling of investigations with proper documentation, effective management of grievances, disputes and disciplinary cases, analysis of employee relations trends and proper recommendations for mitigation.
- Provide strategic support and effective coordination of dispute resolution mechanism by developing and implementing dispute resolution protocol for the Department, rendering advisory services to management on issues of collective bargaining, managing a sound relationship between unions and management and serving as a Chief Negotiator at the Departmental Bargaining Chamber (DBC).
- Provide strategic support in ensuring that the Department complies with the Employment Equity Act by ensuring effective implementation and monitoring of Employment Equity Plan, conducting of employment equity audits in order to identify the barriers in terms of the employment practices, proper implementation of gender programs within the Department.
- Provide strategic support on the implementation of Employee Health and Wellness programmes by ensuring the development and implementation of Employee Health and Wellness policies in line with the Departmental needs and legislation, conducting of occupational health and safety audits, effective management of injury on duty cases, assessing and monitoring of the impact of employee health and wellness in the Department.

ENQUIRIES: **Mr E Moeng (010) 493 2500/2524**

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: **20 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 must 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 

