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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 : **2019/584/OCJ**

POST : **DIRECTOR: HUMAN RESOURCE PRACTICES AND ADMINISTRATION**

CENTRE : **NATIONAL OFFICE: MIDRAND**

LEVEL : **13**

SALARY : R1 057 326 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 Human Resources Management/Administration) Five (5) years' relevant experience at middle/senior managerial level and a valid driver's licence; Relevant and extensive work experience in Human Resource Practices and Administration, with a specific focus on recruitment and selection, conditions of service and benefits Knowledge and good understanding of the Public Service Act and Regulations as well as the relevant public service prescripts, the Public Finance Management Act including Treasury Instructions and Regulations Knowledge and good understanding of policy development, review and implementation

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

- Management of recruitment and selection by developing strategic sourcing interventions in order to attract the right talent, building talent pipelines for current and future job openings.
- Forecasting hiring needs based on the Departmental needs and plans.
- Preparing and monitoring the recruitment reports and budget.
- developing, reviewing and implementation of recruitment policy, procedures, processes and standard operating procedures (SOPs) to ensure efficient and effective service delivery Management of compensation and the conditions of service of employees by ensuring effective processing and implementation of allowances, leave, housing, pension, overtime, service terminations, long service recognition etc.).
- Development, review and implementation of policies, processes, procedures and standard operating procedures (SOPs) related to conditions of service and benefits.
- Compiling of relevant reports and databases to enable effective management decision making Management of human resource personnel records by ensuring proper document management.
- Establishing record management system.
- storing and controlling personnel records and files.
- Management of risk by proactively identifying and analysing the risk areas related to recruitment, conditions of service and benefits.
- Dealing with audit findings and implementation of mitigating action plans.
- Creating risk awareness amongst staff by providing support and training on recruitment, conditions of service and benefits.

ENQUIRIES: Ms C Gideon Tel No: (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: 25 October 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 

