



188, 14th Road, Noordwyk, Midrand, 1685
Private Bag X10, Marshalltown, 2107
Tel: +27 10 493 2500 (Switchboard)
E-mail: info@judiciary.org.za
www.judiciary.org.za

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 : 2019/641/OCJ

POST : ASSISTANT DIRECTOR: EMPLOYEE RELATIONS

CENTRE NATIONAL OFFICE: MIDRAND

LEVEL : 9

SALARY : R376 596.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Three-year National Diploma/Degree or equivalent qualification plus a minimum of five (5) years working experience in a labour relations environment
- A valid driver's licence.

SKILLS AND COMPETENCIES

- Problem solving skills.
- Planning, organising and Time management.
- Excellent verbal and written communication including negotiation and diplomacy.
- Policy analysis and development.
- Research and analysis.
- Ability to operate Microsoft office programmes effectively.
- Ability to work under pressure and People's management.
- In depth knowledge and understanding of all relevant Human Resources Legislative Framework, regulations and Prescripts.



KEY PERFORMANCE AREAS

- Coordinate and handle all misconduct cases in the Department promptly and effectively.
- Finalise all grievances and complaints received from employees in the Department timeously.
- Provide support in terms of representing the Department at the Departmental Bargaining Chamber.
- Develop and manage the information and records of all activities in the Employment Relations unit and capturing of cases on Persal.
- Accurately update the case management system.
- Provide training and advocacy relating to Employment Relations matters.
- Serving as an employee relations expert.
- Providing guidance and conducting comprehensive investigations for all complex and escalated issues or those representing significant risk to the Department.
- Coordinate effective collective bargaining within the Department by ensuring healthy working relationship and engagement with the relevant recognised trade unions.
- Assist in the management of strike action within the Department.
- Perform timeous resolution of disputes and escalate to the unit Manager where appropriate.
- Ensure procedural and substantive compliance in the management of grievances.
- Competently represent the Department at external disputes resolution forums.

ENQUIRIES: **Ms L Mothemane/Ms S Tshidino Tel No: (010) 493 2500/33**

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: **22 November 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

