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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**

<b>REFERENCE</b>	<b>2020/123/OCJ</b>
<b>POST</b>	<b>SENIOR HUMAN RESOURCE OFFICER</b>
<b>CENTRE</b>	<b>PROVINCIAL SERVICE CENTRE: KZN</b>
<b>LEVEL</b>	<b>7</b>
<b>SALARY</b>	R 257 508.00 per annum. The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

- A three (3) years' Degree or National Diploma in HRM/ Public Administration/ Management or Equivalent Qualification.
- At least three (3) years functional experience in Human Resource Management within the Public Service.
- Extensive knowledge of Persal system (Attach certificates).
- Supervisory experience will be an added advantage.
- A valid code B drivers' licence.

#### **SKILLS AND COMPETENCIES:**

- Computer literacy.
- Knowledge of the relevant Human Resource Management Legislation/ Directives.
- Knowledge of Persal system.
- Good communication skills (written and verbal).
- Good interpersonal and public relation skills.
- Good administration and organizational skills.
- Customer Service Skills.
- Time management and Confidentiality.



- Supervisory and leadership skills.
- Ability to work under pressure.

**KEY PERFORMANCE AREAS:**

- Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service e.g. Personnel development, performance management and discipline, and ensure quality of work.
- Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing, Medical, Injury on duty, Terminations, Long service recognition, Overtime, Relocation, Pension, Allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods, etc.).
- Address human resource administration enquiries to ensure the correct implementation of human resource management practices.
- Inform, guide and advice the Department/personnel on HR Administration matters to enhance the correct implementation of HR Management practices.
- Approve transaction on Persal according to delegations.
- Prepare reports on Human Resource Administration issues and statistics.

**ENQUIRIES: Ms. L Marrie Tel No: (031) 372 3167**

**APPLICATIONS** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street, Durban.

**CLOSING DATE: 13 NOVEMBER 2020**

**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** 

