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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	2020/145/OCJ
POST	DEPUTY DIRECTOR: PERFORMANCE REPORTING
CENTRE	NATIONAL OFFICE: MIDRAND
LEVEL	11
SALARY	R 733 257.00 per annum. (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A relevant B degree plus a minimum of three (3) years' experience in planning, monitoring, evaluation and reporting.
- Middle management experience.
- In-depth knowledge of reporting prescripts and requirements.
- In-depth knowledge of planning, monitoring, evaluation and reporting processes.
- In-depth knowledge and understanding of the DPME eqpr system.
- In-depth knowledge and understanding of the Public Finance Management Act, Government-Wide Monitoring and Evaluation Framework (DPME Guidelines), National Treasury Regulations, Framework for Strategic Plans and Annual Plans.
- A valid driver's licence.

SKILLS AND KNOWLEDGE:

- Decision-making and analytical skills.
- Research knowledge.
- Problem solving skills.
- Advanced report writing skills.
- Advanced computer literacy.



- Innovative and proactive.
- Advanced facilitation and presentation skills.

KEY PERFORMANCE AREAS:

- Manage and facilitate Departmental performance monitoring and reporting.
- Coordinate the development of the department's quarterly reports.
- Facilitate and coordinate the preparation of the departmental Annual Report, Mid-Term Report and End-Term Report.
- Compile departmental quarterly and annual performance reports for submission to the EXCO, ARC, Executive Authority, National Treasury, DPME, Auditor General and Parliament.
- Monitor the financial expenditure of the Monitoring, Evaluation & Reporting Unit.
- Provide technical support to various Branches/Units on reporting.
- Support the development and facilitation of departmental Monitoring & Evaluation systems and performance auditing.
- Monitor the implementation of the departmental Annual Performance Plan and Operational Plans, as well as budgetary outputs and deliverables.
- Develop presentations for the OCJ Governance Structures and Parliament.
- Report on policy, budget and strategy alignment.
- Manage the component including subordinates.

ENQUIRIES: **Ms B Rakgotho/ Ms S Tshidino Tel No: (010) 493 2500/2533**

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

CLOSING DATE: **11 DECEMBER 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 

