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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 are required to capacitate the OCJ:

REFERENCE : 2020/63/OCJ

POST : CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

CENTRE : NATIONAL OFFICE (MIDRAND)

LEVEL : 14 SENIOR MANAGEMENT SERVICE (SMS)

SALARY : R 1 189 338.00 - R 1 422 012.00 per annum (all-inclusive remuneration package).
The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate qualification (NQF level 7) in Humanities, Social Sciences (emphasis on Human Resource Management, Public Administration or related qualifications);
- A relevant post graduate qualification will be an added advantage;
- 6 or more years' of relevant experience of which 5 years' experience must be at a senior managerial level in a human resource management environment;
- Pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.
- A valid driver's license;
- Willingness to travel;
- Excellent understanding and proven ability to implement the Public Service Human Resource Regulatory Framework, directives as well as the laws governing human resources management (Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act);
- Excellent managerial and organisational skills;
- Innovative and self-driven professional with proven leadership skills;
- Excellent interpersonal skills; and
- Ability to perform under pressure.

CORE MANAGEMENT COMPETENCIES:

- Capability and leadership;
- Financial management;
- Programme and project management;
- People management and empowerment;
- Change management;
- Service delivery innovation;
- Client orientation and customer focus; and Communication.



SKILLS AND BEHAVIORAL COMPETENCIES:

- Analysis, problem solving and sound judgment;
- Decision making; Managing complexity;
- Planning and organising;
- Accountability;
- Resilience;
- Customer service orientation;
- Business performance management; and Organizational resource management.

KEY PERFORMANCE AREAS:

As the Head of the Human Resource Management and Development Chief Directorate, the successful candidate will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Development functions in the Office of the Chief Justice through:

- Managing the development of a strategic HR planning and policy framework that supports the objectives of the Department;
- Facilitating the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the Department;
- Managing the promotion of the optimal recruitment, utilization and retention of human resources;
- Ensuring the provision of human resource support services to operational staff in line with business requirements and departmental strategy;
- Building capacity through human resource development and performance management;
- Maintaining an appropriate labour relations environment and relationships with organised labour and other key role-players;
- Ensuring a workforce that is equitably representative at all levels and compliance with the Employment Equity Act;
- Facilitating processes for ensuring that the Department has adequate human resource capacity;
- Promoting employee health and wellness in the Department;
- Undertaking a risk assessment, implementing and maintaining an effective risk management strategy;
- Ensuring compliance with the Public Service Act and all prescripts related to human resource management; and Managing resources allocated to the Human Resource Management and Development Unit and administer the performance management and development system.

ENQUIRIES: Ms Lillian Kwinika (010) 493 2500/2533/2528/2638

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685 or Email at applicationsNO@judiciary.org.za

CLOSING DATE: 12 June 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.

Applications received after the closing date will NOT be considered or accepted.



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). Successful candidates should note that in terms of Regulation 13 (c) of the Public Service Regulations, 2016, an employee shall not conduct any business with any organ of State or be a director of a public or private company conducting business with an organ of State. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All candidates selected for SMS posts must undergo competency assessment test 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.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

We welcome applications from persons with disAbilities 

