



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 : 2020/65/OCJ

**POST : DEPUTY DIRECTOR: MONITORING AND EVALUATION
(INSTITUTIONAL PERFORMANCE)**

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 three-year Bachelor's Degree/ National Diploma in Public Administration or Social Sciences (Honours will be an added advantage).
- 5-10 years' experience in the field of monitoring and Evaluation.
- A valid driver's licence

SKILLS AND COMPETENCIES:

- Ability and willingness to work long hours.
- Advanced computer literacy.
- Interpersonal and problem solving skills.
- Records and information management skills.
- Financial administration Skills.
- Planning and Organisational skills.
- Display of initiative.
- Self-driven.
- Ability to work under pressure and meet deadlines.

KEY PERFORMANCE AREAS:

- Monitor, assess and analyse overall performance of the OCJ.
- Present performance findings to the respective programmes within the OCJ.
- Ensure coordination of planning processes within the OCJ.



- Monitor and review programme performance on indicators on a monthly, quarterly and annual basis.
- Develop various types and classificatory of indicators.
- Conduct mid-term reviews on performance of the organisation (strategic planning, analytical assessment and reporting).
- Assess alignment between inputs, outputs, outcomes, targets and KPAs as indicated in the strategic and operational plans.
- Planning and project management.
- Analytically monitor and evaluate the strategic and operational plans.
- Provide support and guidance to the relevant stakeholders.
- Translating strategic objectives to operational objectives.
- Develop comprehensive frameworks for monitoring and evaluation for the OCJ.
- Compile Quarterly, Annual, Mid-Term and End-Term reports on the overall performance of the OCJ for submission to the Secretary General.
- Assist in the drafting of the Department's strategic plan, policy analysis, and costing.
- Develop appropriate templates and reporting formats for programmes and review institutional performance and capacity nationally.
- Ensure the highest level of customer care and customer satisfaction.
- Manage PMDS of staff.

ENQUIRIES: 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 or Email to applicationsNO@judiciary.org.za.

CLOSING DATE: **30 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.

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 

