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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	2021/03/OCJ
POST	DEPUTY DIRECTOR: CASE MANAGEMENT LOWER COURT
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:

- LLB or equivalent 4-year degree coupled with court administration experience.
- Minimum of five (5) years' experience in Legal sector of which two (2) years' must be at Middle Managerial level.

TECHNICAL KNOWLEDGE AND COMPETENCIES:

- Knowledge and experience in the application of the provisions of the legislation in the Public service.
- Policy analysis and development co-ordinating.
- Monitoring and evaluation mechanisms and processes.
- Computer literacy (Excel, Word and PowerPoint).
- Change management.

BEHAVIOURAL COMPETENCIES:

- Problem solving.
- Financial management.
- General management & project management.



- Strategic leadership capability.
- Communication skills (verbal and written).
- People and resource management skills.
- Research and development expertise.
- Strategic change and risk management.
- Ability to network, influence and impact.
- Applied strategic thinking.
- Planning and organisation skills.
- Analytical skills.
- Good interpersonal relations and motivating skills.
- Creative and innovative thinking.

KEY PERFORMANCE AREAS

- Support strategic and operational leadership to the Director: Lower Courts.
- Support the provision of Case Flow management services for Lower Courts.
- Assist in managing the operational budget of the Directorate and Case Management budget of the Lower Courts.
- Provide advice and support the transition relating to the transfer of the Lower Courts functions from the department of Justice and Constitutional development to the Office of the Chief Justice.
- Report writing
- Presentation and dissemination.
- Quality Management.

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

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: 05 FEBRUARY 2021

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 

