



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	2021/121/OCJ
POST	DEPUTY DIRECTOR: EMPLOYEE RELATIONS
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:

- Matric plus a National Diploma or Degree in Human Resource Management/ Labour Relations Management/ or Law.
- Applicants are to take note that the Office of the Chief Justice is a highly legalistic working environment.
- A minimum of five (5) years functional experience doing Employment Relations Management Services at a Supervisory level.
- Valid Drivers' license as the job will entail extensive travelling and the successful incumbent must be willing to work long hours.
- Knowledge of Superior Courts Act, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council and General Public Service Sectoral Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and organizing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act, Public Service Regulations.



SKILLS AND COMPETENCIES:

- Legal Research
- Records Management
- Problem solving
- Negotiation
- Presentation
- Good Communication skills (oral and written)
- Planning
- Analytical
- Report writing
- Conflict Management
- Computer literacy (Maintenance of a Live Case Law database)

KEY PERFORMANCE AREAS:

- Conduct and analyze all grievances and complaints received from employees throughout the country and provide trend analysis reports to management.
- Draft charges and finalize all misconduct cases.
- Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA).
- Conduct advocacy sessions on employment related matters countrywide.
- Ensure effective management of the ER Information Management Systems and records management system, which includes maintaining an efficient and effective rotational case management filing system and weekly updating of a live Labour Relations database.
- Ensure that all compliance reports are submitted in line with the OCJ Compliance Calendar.
- Manage, coordinate and monitor the implementation of Employee Relations' policies and procedures.
- Provide expert employee relations advice.
- Coordinate the effective Collective Bargaining processes within the Department by ensuring healthy working relationships and engagements with the relevant recognized Trade Unions

ENQUIRIES: **Adv D Holby Tel No: (010) 493 2500/ 2658**

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.

CLOSING DATE: 21 May 2021

NOTE: Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women and Persons with Disabilities.

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 the new form Z83, obtainable from any Public Service Department. (www.dpsa.gov.za-vacancies/ www.judiciary.org.za). 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 

