



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:**

<b>REFERENCE</b>	<b>2021/126/OCJ)</b>
<b>POST</b>	<b>PERSONNEL PRACTITIONER</b>
<b>CENTRE</b>	<b>NATIONAL OFFICE: MIDRAND</b>
<b>LEVEL</b>	<b>7</b>
<b>SALARY</b>	R 257 508.00 per annum. The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

- Matric certificate and three (3) years national diploma/ Degree in Human Resource management/ Public management /Public Administration.
- Minimum of three (3) years of experience in Human Resource Administration matters.
- Persal certificate in Leave and Personnel Administration.

#### **KNOWLEDGE:**

- Knowledge of Human Resource management policies, PSCBC Resolution.
- Determination of leave of absence in the Public Service.
- Government Employee Housing Scheme.
- Government Employee Medical Aid Scheme and application of relevant Legislative framework such as Public Service Act, 1994 as amended.
- Public Service Regulations 2016, Basic Condition of employment Act 1997.
- Code of Conduct in the Public Service.
- Labour Relations Act.
- Knowledge of Government Employee Pension Fund.
- Online submission of Pension System and Pension applications.
- Practical experience in Persal System and Pension Case Management.
- Skills in Computer literacy.



- Intermediate level in Excel will be an added advantage.
- Good planning and Organising skills.
- Conflict resolution and negotiation skills.
- Good interpersonal relations.
- Communication skills.
- Good interpersonal relations.

**KEY PERFORMANCE AREAS:**

- General administration of pension matters.
- On-line approval of Pension Case Management transactions.
- Processing of appointments, promotions, transfers and service terminations including Occupational Specific Dispensation (OSD) on Persal.
- Administer employee benefits such as housing allowance, medical and contributions, resettlements and allowances in terms of applicable PSCBC Resolutions.
- Effective and timeous approval of Persal transactions.
- Supervise leave and PILIR management in the Department.
- Administration of HR personnel records (HR Registry).
- Manage performance and development of supervisees.
- Participating in compiling of operational plans, Risk management registers and Audit Action plans.

**ENQUIRIES:** **Ms. B Rakgotho/Ms S Tshidino Tel No: (010) 493 2500/ 8774**

**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/](http://www.dpsa.gov.za-vacancies/) [www.judiciary.org.za](http://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** 

