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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**

<b>REFERENCE</b>	<b>REF NO: 2021/130/OCJ</b>
<b>POST</b>	<b>DEPUTY DIRECTOR: EXECUTIVE SUPPORT TO THE CHIEF EXECUTIVE OFFICER (SAJEI)</b>
<b>CENTRE</b>	<b>NATIONAL OFFICE: MIDRAND</b>
<b>LEVEL</b>	<b>11</b>
<b>SALARY</b>	<b>R 733 257.00 per annum. The successful candidate will be required to sign a performance agreement.</b>

#### **REQUIREMENTS:**

- Matric/ National Diploma/Degree in Social Science or Law
- A minimum of three (3) to five (5) years' experience in rendering Executive Support
- Experience in a training environment will be an added advantage
- A valid driver's license

#### **TECHNICAL KNOWLEDGE/COMPETENCIES:**

- Knowledge of SAJEI Act
- Knowledge of online training platforms
- Good understanding of departmental prescripts and frameworks (e.g. departmental codes)
- Batho Pele Principles
- Understanding of SA Criminal justice sector especially the Judiciary
- Good report writing skill
- Advanced Computer Literacy (Excel, Word and PowerPoint)

#### **BEHAVIOURAL COMPETENCIES**

- Communication skills (verbal and written)
- Problem analysis and solving
- Knowledge Management
- People and resource management skills;
- Ability to network



- Applied strategic thinking
- Planning and organization skills

#### **KEY PERFORMANCE AREAS:**

- To provide secretariat support to SAJEI Committees and other relevant structures.
- To manage special projects in the Office of the Chief Executive Officer.
- To maintain effective SAJEI Stakeholder relations.
- To monitor budget of the Chief Executive Office and review expenditure reports
- To provide executive support to the Chief Executive Officer

**ENQUIRIES:**           **National Office: Midrand** 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. Ms C Gideon (010) 493 2500/2533/2528

**CLOSING DATE:   21 JUNE 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 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)). Received 3 applications using the incorrect application for employment (old Z83) will not be considered. 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 position.

**We welcome applications from persons with disAbilities** 

