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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	2021/138/OCJ
POST	SENIOR ADMINISTRATIVE OFFICER – INTEGRITY AND ETHICS OFFICER
CENTRE	NATIONAL OFFICE: MIDRAND
LEVEL	8
SALARY	R 316 791.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Matric plus an appropriate National Diploma /Bachelor's Degree or equivalent qualification on NQF level 6.
- A minimum two (2) years' experience in the Integrity & Ethics or Fraud prevention environment.
- Completion of online course on Ethics in the Public Service is a must.
- Certified, as Ethics Officer is desirable but not a must requirement.
- Knowledge of e-disclosure system is a must.
- Knowledge of the labour relations, general public administration, Public Service Regulations, Public Finance Management Act (PFMA), Public Service Act and Treasury Regulations.
- No criminal records.
- A valid driver's licence.

SKILLS AND COMPETENCIES:

- Knowledge of MS Office (Word, Excel and Outlook).
- Knowledge of operating financial disclosure system (e-disclosure system).



- Knowledge of relevant legislatures related to management of Ethics, Fraud and anti-corruption.
- Client orientation and customer focus.
- Results/quality management.
- Problem solving and analysis.
- Service delivery innovation.
- Planning and organizing.

KEY PERFORMANCE AREAS:

- Coordinates the activities of Integrity and Ethics Management.
- Coordinate e-Disclosure and provide e-Disclosure support to the other categories of employees.
- Manage other Remunerative Work outside the public service.
- Manage the acceptance of Gifts.
- Manage all administrative requirements, reporting and records management, resources and correspondences of integrity and ethics management subsection.
- Assist with the coordination of Ethics Committee meetings.
- Conduct awareness to all the OCJ employees.

ENQUIRIES: **Ms. S Tshidino/ Ms. B Rakgotho 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 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

CLOSING DATE: **28 JUNE 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 

