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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: 2021/14/OCJ</b>
<b>POST</b>	<b>DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT (RE-ADVERTISEMENT), Candidates who previously applied are encouraged to reapply</b>
<b>CENTRE</b>	<b>PROVINCIAL SERVICE CENTRE: NORTH WEST</b>
<b>LEVEL</b>	<b>11</b>
<b>SALARY</b>	R 733 257.00 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement

#### **REQUIREMENTS:**

- A three-year National Diploma/Bachelor's Degree in Human Resource Management and/or Development or Public Administration or equivalent qualification.
- A minimum of five (5) years' experience in Human Resource Management of which three (3) years' must be at supervisory level.
- A Valid driver's license.

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

- Knowledge of Human Resource Administration as well as Recruitment and Selection.
- Knowledge of PERSAL.
- Knowledge and understanding of the current public service legislations, regulations and policies.
- Computer literacy in MS Office.



## **SKILLS AND COMPETENCIES:**

- Good verbal and written communication skills.
- Strong leadership and Project Management skills.
- Good interpersonal relations skills.
- Problem solving
- Presentation and Conflict Management skills.
- Self-disciplined and able to work under pressure with minimum supervision.
- People Management and Supervisory skills.
- Policy Development and Report Writing skills.

## **KEY PERFORMANCE AREAS:**

- Develop and review HR administration related policies.
- Manage HR Provisioning (Recruitment & selection and appointments) in the Province.
- Manage staff Establishment of the Province.
- Manage HR administration, Training and HR Records in the Province.
- Manage the Performance Management and Development system.
- Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees.
- Facilitate the process of Employee Relations in the Province.
- Provide expert advisory support to stakeholders.
- Responsible for the interpretation and implementation of OSD policies and resolutions.
- Give advice on procedural and technical related matters in respect of Human Resource administration, policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management.
- Manage and administer policy and procedure in incapacity leave and ill-health retirement (PILIR) in the department.

**ENQUIRIES:** Ms GT Nkotsoe Tel No: (018) 397 7114

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens, Mafikeng.

**CLOSING DATE:** 12 MARCH 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 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 positions.

**We welcome applications from persons with disAbilities** 

