



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>2021/157/OCJ</b>
<b>POST</b>	<b>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT</b>
<b>CENTRE</b>	<b>NORTH WEST PROVINCIAL SERVICE CENTRE: MAHIKENG</b>
<b>LEVEL</b>	<b>9</b>
<b>SALARY</b>	R 376 596.00 per annum. The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS:**

- Grade 12 plus a three-year National Diploma/B Degree in Human Resources/Business Management/Public Administration or equivalent qualification on NQF Level 6.
- Minimum of three (3) years' working experience in Human Resources administration of which two (2) years' experience must be at supervisory level in HR and related fields.
- A valid driver's license.
- Knowledge and understanding of Human Resources Management processes.
- Must be able to understand and interpret policies.
- Knowledge of policies/implementation strategies.
- Extensive knowledge of the Persal system.
- Knowledge of the relevant HR management legislation directives.

#### **SKILLS AND COMPETENCIES:**

- Computer literacy (Ms Office with focus on Excel).
- Good communication skills (written and verbal).
- General office and project management.
- Exceptional report writing.
- Good people management/interpersonal relations.



- Ability to work under pressure and willingness to work extended hours when required.
- Attention to detail.
- Problem solving and maintain discipline.

**KEY PERFORMANCE AREAS:**

- Manage and coordinate HR administration activities within the Department to contribute to the rendering of a professional Human Resources Management services which is conditions of service (leave, housing, medical aid, injury on duty, terminations, long service recognition, overtime, relocation, pension, allowances etc).
- HR provisioning (recruitment and selection, appointment transfers, verifications of qualification, secretariat functions at interviews, etc.).
- Performance Management.
- Coordination of Labour Relations and Employee Wellness and Training.
- Address human resource administration enquiries.
- Ensure the correct implementation of departmental/public services policies on matters related to human resource management and adherence to the relevant prescripts/legislation.
- Manage all PERSAL transactions.
- Prepare and consolidate reports on personnel administration issues Inform, guide and advice relevant stakeholders on human resource administration matters to enhance the correct implementation of personnel administration practices/policies.

**ENQUIRIES:**                    **Mr OPS Sebatso Tel No: (018) 397 7064/7114**

**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. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng.

**CLOSING DATE:**            **30 JULY 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)). The completed and signed form should be accompanied by a recently updated CV, as well as copies of all qualification/s and ID document. Such copies **need not** to be certified when applying for a post. 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** 

