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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	2021/181/OCJ
POST	SENIOR HR OFFICER
CENTRE	PROVINCIAL SERVICE CENTRE: GAUTENG
LEVEL	7
SALARY	R 257 508.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 plus a three year National Diploma/Degree in Human Resource Management/Public Management/Public Administration or an equivalent qualification.
- Three (3) years' experience in all functions of Human Resource Management within the public Sector.
- Knowledge of PERSAL and HR utilization will be an added advantage.
- A valid driver's licence.

SKILLS AND COMPETENCIES:

- Computer literacy.
- Knowledge of the relevant Human Resource Management Legislation/Directives.
- Knowledge of PERSAL system.
- Good communication skills (written and verbal).
- Planning and organizing skills.
- Problem solving skills.
- Supervisory and leadership skills.
- Time management.
- Confidentiality and ability to work under pressure and adhere to deadlines.



KEY PERFORMANCE AREAS:

- Supervise, plan and coordinate the activities of the HR officers to contribute to the rendering of a professional human resource management service e.g. Personnel Development, Performance Management.
- Discipline and ensure quality of work.
- Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing, Medical Aid, Injury on duty, termination long service recognition, overtime, relocation, pension allowances and HR provisioning (Recruitment & Selection, Transfer, Verification of qualifications, secretariat functions at interviews, absorptions, probation reports etc).
- Address human resource management practices.
- Inform, guide and advise the department/personnel on HR Administration matters to enhance the correct implementation of HR Management practices.
- Approve transaction on Persal according to delegations.
- Prepare reports on Human Administration issues and statistics.

ENQUIRIES: Ms. T Mbalekwa Tel No: (011) 355 0404

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

CLOSING DATE: 10 SEPTEMBER 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). 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 be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified

documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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 

