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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>2021/197/OCJ</b>
<b>POST</b>	<b>ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENTS</b>
<b>CENTRE</b>	<b>NATIONAL OFFICE: MIDRAND</b>
<b>LEVEL</b>	<b>9</b>
<b>SALARY</b>	R376 596 per annum. The successful candidate will be required to sign a Performance agreement.

#### **REQUIREMENTS:**

- Grade 12 and a three year National Diploma/ Bachelor' degree in Public Management or Administration and related fields,
- A Postgraduate qualification will be an added advantage
- Minimum of 3 years' experience in Service Delivery Improvement environment at Supervisory Level
- Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service
- A valid Driver's Licence and willingness to travel.

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

- Knowledge and understanding of Service Delivery Improvement Programmes.
- Understanding and knowledge of Batho Pele principles.
- Financial Management skills
- Strategic leadership capability
- Communication skills (verbal and written).
- Computer literacy, Project management skills.



- People and resource management skills.
- Research and development expertise.
- Strategic change and risk management.
- Presentation and facilitation skills.
- Ability to network, influence and impact.
- Applied strategic thinking.
- Computer Literacy e.g. Excel, Word and PowerPoint

**KEY PERFORMANCE AREAS:**

- Develop, maintain and/or facilitate the successful implementation of OCJ service delivery related policies and/or implementation strategies in line with the Public Service Regulations and the Operations Management Framework
- Maintain and/or facilitate the successful implementation of OCJ service delivery charter.
- Ensure the successful implementation of the Batho Pele (BP) Framework in the OCJ
- Develop, maintain and/or facilitate the successful implementation of the OCJ service delivery improvement plan
- Develop, maintain and/or facilitate the successful implementation of OCJ Service Standards; and Participate in change management sessions for service delivery improvements programmes.

**ENQUIRIES:** **Ms K. Motiyane, Tel No: 010 493 2685.**

**APPLICATIONS:** 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.

**CLOSING DATE:** **29 October 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)). 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** 

