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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	2021/215/OCJ
POST	COURT MANAGER Re-advertisement Candidates who previously applied are encouraged to re-apply
CENTRE	LABOUR AND LABOUR APPEALS COURT: JOHANNESBURG
LEVEL	11
SALARY	R 744 255.00 – R 876 705.00 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 and a three (3) years relevant qualification in Public Administration or an equivalent qualification.
- A minimum of six (6) years' relevant experience of which three (3) years' should be at a Supervisory Level or Junior management.
- A valid driver's licence.

TECHNICAL KNOWLEDGE AND COMPETENCIES:

- Knowledge of Human Resource Management, Financial, Assets and Supply Chain Management.
- Knowledge of Case Flow Management.
- Understanding of Facilities and Security Management.
- Leadership capabilities.



BEHAVIOURAL COMPETENCIES:

- Effective communications skills.
- Good interpersonal skills.
- Problem solving skills.
- Conflict management skills.
- Time management and ability to work under pressure.

KEY PERFORMANCE AREAS:

- Provide strategic and operational leadership to the Division to optimally deliver on the OCJ mandate.
- Provide integrated human resource management and development services, overall financial, asset and supply chain management services in the Division.
- Coordinate and facilitate internal audit and risk management services.
- Provide administrative and technical support.
- Monitor the overall performance of the Court and enhance Judicial stakeholder relations.
- Provide effective and efficient management of facilities and security services to the Judiciary.

ENQUIRIES

Ms T Mbalekwa Tel No: (011) 335 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:

03 DECEMBER 2021

NOTE:

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), the relevant Human Resources policies and, the Employment Equity Plan of the Department will be taken into consideration. Preference will be given to Women and Persons with Disabilities.

All applications must be in a **NEW Z83** form, which can be downloaded on internet at www.judiciary.org.za/ www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public



Service Department. Each application form must be fully completed, duly signed and initialed by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure to fully complete the form, sign and initial by the applicant will lead to disqualification of the application during the selection process. Received applications using the **old Z83** will not be considered. A recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); copies of qualifications and Identity Document and driver's license (where appropriate) and any other relevant documents should be attached (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a copy of proof of permanent residence in South Africa to their applications. Dual citizenship holder must provide the Police Clearance certificate from country of origin. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process.

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 

