



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:

REFERENCE	2021/34/OCJ
POST	DIRECTOR: PROJECTS
CENTRE	NATIONAL OFFICE: MIDRAND
LEVEL	13
SALARY	R 1 057 326.00 per annum. (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Degree in Law/ Social Science or equivalent qualification (NQF level 7).
- A minimum of five (5) years relevant experience at middle or senior managerial level.
- A minimum of three years' experience rendering secretariat services.
- Ability to interpret legal documents.
- Proven exposure to project management in a training environment.
- Proven successful completion of the Senior Management Pre-entry programme.
- Experience in report writing.
- A valid drivers' license.

SKILLS AND COMPETENCIES:

- Strategic Capability and Leadership
- Programme and Project management
- Financial Management
- Knowledge Management
- Service Delivery Innovation



- Problem Solving and Analysis
- People Management and Empowerment
- Client Orientation and Customer Focus
- Communication

KEY PERFORMANCE AREAS:

- Identify, initiate, implement and manage all SAJEI strategic and operational projects.
- Provide secretariat and administrative support to SAJEI governance structures.
- Ensure compliance with Departmental policies and applicable legal prescripts.
- Facilitate the preparation of performance information reports and conduct quality assurance.
- Facilitate the development of Annual Training schedule for hybrid judicial training.

ENQUIRIES: Ms L Kwinika Tel No: (010) 493 2500/2533/2528/2638

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

CLOSING DATE: 26 MARCH 2021

NOTE: 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. 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**.

Applications must be submitted on the **new form Z83**, obtainable from any Public Service Department. (www.dpsa.gov.za-vacancies/ 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 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 

