

**OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA**

*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 persons are required to establish the Office:*

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director, Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Application can also be hand delivered to the Office of the Chief Justice, 188, 14<sup>th</sup> Road, Noordwyk, Midrand.
- CLOSING DATE** : 19 June 2017
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three months old). Please note that only original applications will be accepted, e-mailed and faxed applications will be disqualified. Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. 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 shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. We welcome application from persons with disabilities.

**MANAGEMENT ECHELON**

- POST 22/11** : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2017/13/OCJ**
- SALARY** : R1 068 564 – R 1 277 610 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office (Midrand)
- REQUIREMENTS** : A relevant qualification (NQF level 7) in Humanities, Social Sciences (emphasis on Human Resource Management, Public Administration or related qualifications) (SAQA NQF 7). 5 years' experience at a senior managerial level in a human resource management environment. A relevant post graduate qualification will be an added advantage. Excellent understanding and proven ability to implement the Public Service Human Resource Regulatory Frameworks, directives as well as the laws governing human resources management (Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act). A valid driver's licence and willingness to travel is essential. Skills and Competencies: The successful candidate must be a self-driven individual in possession of the following skills and competencies: Strategic Capability and Leadership; Financial Management; Programme and Project Management; Problem Solving and Analysis; Change Management; Client Orientation and Customer focus; Excellent Negotiation, Communication, Analytical and Interpersonal skills; Ability to meet strict deadlines, work under pressure and pay attention to detail; Traveling at times and working extra hours is an essential requirement for the position.
- DUTIES** : As the Head of the Human Resource Management and Development Chief Directorate, the successful candidate will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management and Development functions in the Office of the Chief Justice through:

Managing the development of a strategic HR planning and policy framework that supports the objectives of the department; Facilitating the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the department; Managing the promotion of the optimal recruitment, utilization and retention of human resources; Ensuring the provision of HR support services to operational staff in line with business requirements and departmental strategy; Building capacity through Human Resource Development and Performance Management; Maintaining an appropriate labour relations environment and relationships with organised labour and other key role-players; Ensuring a workforce that is equitably represented at all levels and compliance with the Employment Equity Act; Facilitating processes for ensuring that the Department has adequate human resource capacity; Promoting employee health and wellness in the department; Undertake a risk assessment, implement and maintain an effective risk management strategy; Ensure compliance with the Public Service Act and all prescripts related to human resource management; and Manage resources allocated to the Unit and administer the performance management and development system.

- ENQUIRIES** : Ms Charmaine Gideon Tel no: (010) 493 2500/2528
- POST 22/12** : **CHIEF FINANCIAL OFFICER REF NO: 2017/14/OCJ**
- SALARY** : R1 068 564 – R1 277 610 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office (Midrand)
- REQUIREMENTS** : A relevant qualification in Finance and or Accounting (SAQA NQF 7). 5 years senior managerial experience in the field of finance or accounting. A relevant post graduate qualification will be an added advantage. An excellent knowledge of accounting principles. Must have in depth knowledge and understanding of the Public Finance Management Act, 1999 (PFMA), the Preferential Procurement Policy Framework Act, 2000 and the Public Sector Financial Frameworks and instruments as defined by National Treasury. A valid driver's licence and willingness to travel is essential. Skills and Competencies: The successful candidate must be a self-driven individual in possession of the following skills and competencies: Strategic Capability and Leadership; Financial Management (including principles of GRAP); auditing practices and business planning); Programme and Project Management; Problem Solving and Analysis; Excellent Negotiation, Communication, Analytical and Interpersonal skills; Ability to meet strict deadlines, work under pressure and pay attention to detail, and Frequent traveling and working extra hours is an essential requirement for the position.
- DUTIES** : Advise the Accounting Officer on all financial matters within the OCJ; Oversee and lead the budgeting preparation and implementation processes in terms of the PFMA and Treasury Regulations; Implement financial and risk management processes in order to track expenditure and expenditure commitments against the departmental budget vote; Ensure that the department complies with the in-year monitoring and reporting requirements of the PFMA; Oversee the management of supply chain management to ensure compliance with all relevant prescripts; Oversee the management of assets through the maintenance of reliable and accurate asset registers; Developing and managing OCJ's system for revenue and debt recovery in line with legislative requirements and relevant standards; Provide financial reports to the Audit and Risk Committee and other relevant bodies; Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in line with the PFMA and Treasury Regulations in order to ensure compliance and promote sound financial management; Provide sound financial management advice to the Accounting Officer and senior line managers in terms of their financial management responsibility and delegated authority; Liaise with the Auditor- General and other bodies which set financial standards to ensure effective compliance with the relevant legislation; Undertake a risk assessment, implement and maintain an effective risk management strategy; and Manage all resources allocated to the Unit and administer the performance management and development system; Responsible for the matrix management of all financial functions in the OCJ.
- ENQUIRIES** : Ms Charmaine Gideon Tel no: (010) 493 2500/2528