

OFFICE OF THE CHIEF JUSTICE

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** : **National Office:** Midrand and Constitutional Court: Quoting the relevant reference number, direct your application to: The Director Human Resource Management, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to: The Office of the Chief Justice No 188, 14th Road, Noordwyk, Midrand.
Mpumalanga: Nelspruit: Quoting the relevant reference number, direct your application to: The Provincial Head: Private Bag X22149, Nelspruit, 1200. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit.
Western Cape: Cape Town: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9020, Cape Town, 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town.
- CLOSING DATE** : 09 February 2018
- NOTE** : The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department. Women and People with Disabilities are encouraged to apply Note: Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at 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). 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. Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

OTHER POSTS

- POST 03/43** : **DEPUTY DIRECTOR: RISK MANAGEMENT, REF NO: 2018/02/OCJ**
- SALARY** : R657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three year National Diploma/ B Degree in Risk Management, Auditing and Finance or equivalent qualification. Five (5) years working experience in a risk management and auditing environment of which three (3) years' should be at supervisory level. Knowledge: Public Sector Risk Management Framework; ISO 31000, COSO Framework; King Report on Corporate Governance; Labour legislation relevant to the post (Public Finance Management Act, Protected Disclosure Act, Basic Conditions of Employment Act, Public Service Act, etc); Treasury Regulations; Anti-fraud and corruption policies; Criminal and commercial law; Policies and procedures. Must be in possession of a valid driver's licence. Experience in identifying new risks and rolling out risk management methodology. Skills and competencies: Skills: Analytical; Strategic management;

		Financial management; Facilitation; Investigation; Interviewing; People management; Computer literacy; Time management; Communication; Interpersonal relations; Work well under pressure; Presentation; Planning and organising. Knowledge of CURA or BARNOWL systems. Position is ideal for a person who is deadline driven, results oriented, assertive and a team player.
<u>DUTIES</u>	:	Develop, implement and maintain an Enterprise Risk Management (ERM) framework and supporting policies. Develop and facilitate the implementation of a fraud prevention plan and anti-corruption strategy. Embed a risk management culture, risk awareness and anti-fraud awareness. Facilitate the compilation of Strategic and Operation Risk Registers. Assess and maintain the risk maturity profile of the Department. Develop and implement a business continuity policy for the Department. Facilitate the implementation of risk based combined assurance. Facilitate the functioning of the departmental Risk Management Forum. Properly and timeously communicate relevant information to equip the relevant stakeholders to identify, assess and respond to risks. Ensure submission of accurate and timeous risk management reports to all departmental management structures. Manage the resources within the Risk Management Unit.
<u>ENQUIRIES</u>	:	Ms B Motene (010) 493 2500
<u>POST 03/44</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES, REF NO: 2018/03/OCJ</u>
<u>SALARY</u>	:	R657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Grade 12 and a three year National Diploma/ B Degree in Security Management, Security Risk Management or in Social Sciences that is security related; PSIRA Grade A-registered an added advantage. Five (5) years direct experience in a significant security-related role managing contracted security service providers including specialised (close protection, CIT, threat and risk assessments) security services of which three (3) years' should be at supervisory level. Proficient in Microsoft Office Suite. A valid driver's licence (minimum code EB). Successful completion of the State Security Agency (SSA) Security Manager's Course. Skills and competencies: Sound written and verbal communication skills, Project management and analytical skills. Knowledge and understanding of applicable legislation including Asset Management; Public Finance Management Act (PFMA); Treasury Regulations and Occupational Health and Safety Act. Management of public funds. Contract management skills. Experience and technical knowledge in the functions and use on physical security and electronic access control equipment and systems. Ability to work with difficult clients and resolve conflict. Initiative and creativity. Ability to function independently and work extended hours when necessary. Successful completion of a security screening with SSA.
<u>DUTIES</u>	:	Facilitate the implementation of the MPSS and MISS. Coordinate the provision, management and control of security services within the department and the Judiciary. Develop and manage the implementation of security measures, policies and procedures to protect personnel, assets, stakeholders and infrastructure to reduce risks, respond to incidents and limit exposure and liability in all areas of information, financial, physical, personal and reputation risk. Manage the deployment of effective technology solutions and innovative security management techniques to safeguard the institution's assets, including intellectual property. Manage the policies, procedures and processes to maintain and optimise security equipment deployed at various levels of the institution. Manage the identified and perceived security risks of the institution. Optimal and effective resource management to implement optimal site security instructions at all levels to ensure protection of Judiciary, Executives and managers, employees and public. Maintain database of security related information to assist in strategic decisions and management; Manage, coordinate and oversee the provision of close, in-transit and static protection services; manage and coordinate capacity building and security awareness programmes; Implementation of the department's security policy and SoP's in conjunction with relevant law enforcement and security-related stakeholders and institutions; SSA Agency, SAPS, Comsec. Management of the outsourced security service providers.

ENQUIRIES : Mr N Naidoo (010) 493 2500

POST 03/45 : **DEPUTY DIRECTOR: FINANCE, REF NO: 2018/04/OCJ**

SALARY : R657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : Western Cape Provincial Centre: Cape Town

REQUIREMENTS : Grade 12 and a three year National Diploma/ B Degree in Public Finance and/ Auditing; Five (5) years' experience of which three (3) years should be at supervisory level; Knowledge of GRAP/GAAP; Financial Management and Accounting; Sound track record in Financial Accounting in the Public Service or entities; Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations; Knowledge of financial and operational prescripts that governs the department and public sector; Knowledge of transversal systems used in the department e.g BAS, PERSAL, and JYP; Knowledge of budgeting of Vote Account; Must have budgeting knowledge and skills; Must have payroll and basic conditions of service knowledge; A valid driver's licence. Skills and competencies: Communications skills (written and verbal); Problem solving and decision making skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Word, Excel, Power Point and Outlook); Numerical, Analytical, Reporting, Financial Skills; Assertiveness, Accuracy and attention to detail.

DUTIES : Advise and assist the Director Court Operations in the exercise of powers, functions assigned and delegations; Ensure the effective implementation of the Public Finance Management Act (PFMA) and Treasury Regulations; Ensure compliance with the best practice accounting norms and standards; Manage, monitor and implement financial systems and accounts control; Prepare financial statements; Facilitate internal and external audits; Manage bookkeeping and financial quality control services; Establish and maintain effective, efficient and transparent system and internal control; Determine the long term direction of court finance services and relate these to present and future strategic goals; Manage and direct the Finance Directorates staff and budgets.

ENQUIRIES : Mr JJ Manuel (021) 469 4000

POST 03/46 : **DEPUTY DIRECTOR: CONDITIONS OF SERVICE, REF NO: 2018/05/OCJ**

SALARY : R657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 and a three year National Diploma/Bachelor's degree in Human Resource Management or an equivalent Qualification; Five (5) years human resources administration experience, with three (3) years at supervisory level. Knowledge and understanding of the current public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrate ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to stakeholders; Computer literacy in MS Office; A valid driver's licence. Skills and competencies: Computer literacy. Good verbal and written communication skills. Strong leadership skills. Project management skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. People management and Supervisory skills. Policy Development and Report writing skills.

DUTIES : Manage the Conditions of Service at National and Provincial level in accordance with the relevant prescripts; Coordinate implementation of the approved post and staff establishment; Manage employee records at the National Office; Establish system to ensure successful implementation of the operational plan; Manage conditions of service and benefits for all levels including OSD; SMS and MMS employees. Responsible for the interpretation and implementation of OSD policies and resolutions. Responsible for the policy implementation and compliance on leave, long service, PILIR, GEHS, Medical Assistance, IOD and resettlement benefits. Report weekly, monthly, quarterly and annually; Provide analysed data to management. Interpret HR Policies and prescripts; Establish systems to

		improve customer engagement on HR issues at the Provinces; supervise staff and manage their performance according to the Performance management system. Ms D Botha (010) 493 2500
<u>ENQUIRIES</u>	:	
<u>POST 03/47</u>	:	<u>ASSISTANT DIRECTOR: PROFESSIONAL INTEGRITY AND ETHICS PROMOTION, REF NO: 2018/06/OCJ</u>
<u>SALARY</u>	:	R334 545. – R394 065. per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Grade 12 and a three year Diploma/ Degree in Professional Ethics, Public Management and Administration or equivalent; Three (3) years' experience in Professional Ethics of which two (2) years should be at a supervisory level; Knowledge and experience of Anti-corruption initiatives in the public service; Knowledge of Professional Ethics infrastructure in the public service; Ability to conduct research to compile reports based on good governance legislation, especially, the extent to which it relates to Professional Ethics; No criminal record; A valid driver's licence. Skills and competencies: Presentation skills; Planning and organizing, Knowledge of relevant legislatures related to management, Ethics Fraud and anti-corruption, Client orientation and customer focus, results/quality management, Problem solving and analysis, Service delivery innovation, Operational knowledge of financial disclosure system (e-disclosure system), Operational knowledge of MS Office (Word, Excel and Outlook) and Analytical skills for report writing.
<u>DUTIES</u>	:	The incumbent will required to assist with the development and implementation of integrity & ethics management strategy and plan for the department. Monitoring and evaluating delivery against ethics and anti-corruption plans. Conduct ethics and integrity awareness sessions for the department. Conduct research on Anti-Corruption initiatives and Professional Ethics to inform policy development. Conduct research on the Professional Ethics infrastructure in the public service. Provide advice and prepare reports on Professional Ethics and Anti-Corruption instruments to key stakeholders. Provided the system administration functions of the financial disclosure system (e-disclosure), Provide support to the Departmental Ethics Committee.
<u>ENQUIRIES</u>	:	Ms B Motene (010) 493 2500
<u>POST 03/48</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MONITORING AND REPORTING, REF NO: 2018/07/OCJ</u>
<u>SALARY</u>	:	R334 545. – R394 065. per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Midrand Grade 12 and a three year National Diploma/ B Degree in Business/Public Administration or an equivalent relevant qualification; Three (3) years relevant work experience in monitoring and reporting of which two (2) years should be at a supervisory level; A valid divers licence; Understanding of Government planning processes and cycle; Good coordination and planning skills; knowledge of relevant legislation, National Treasury regulations, planning guidelines and framework for managing performance information; Skills and competencies: Good communication (verbal and written) skills; Analytical skills, good interpersonal skills, Project management; Problem solving and ability to work independently with limited supervision; People management skills and computer literacy.
<u>DUTIES</u>	:	Provide overall performance monitoring and analysis support and perform the following functions: Facilitate submission of quarterly Unit performance reports and supporting evidence; Analyze reports against planned targets; Developed quarterly dashboards to provide feedback to Management; Verify submitted evidence against reported progress for reliability, relevance and accuracy; Make follow-up with Unit Managers on outstanding and/or insufficient evidence for reported progress; Facilitate the consolidation and submission of quarterly performance reports to National Treasury, Director-General and Minister; Provide support to Units in ensuring uninterrupted access to the online Balance Score Card system and follow-up on access challenges; Provide support during audits of

- performance information; Participate and provide support to other activities of the Directorate.
- ENQUIRIES** : Mr I Malao (010) 493 2500
- POST 03/49** : **ASSISTANT DIRECTOR: INTERNAL AUDIT (2 POSTS), REF NO: 2018/08/OCJ**
- SALARY** : R334 545. – R394 065. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three year National Diploma/ B Degree in Internal Auditing or relevant qualification; Three years' (3) experience in Internal Auditing of which two (2) years should be at a supervisory level; Registered member with Institute of Internal Auditors. Knowledge: International Standards for the Professional Practice of Internal Auditing (ISPPA); Public Finance Management Act (PFMA); Treasury Regulations; Public Service Regulations; Public Service Act; Project Management; International Financial Reporting Standards; Generally Recognized Accounting Standards; Auditor General Processes and Procedures; Basic Condition of Employment Act (BCEA); Promotion of Access to Information Act (PAIA); Labour Relations Act (LRA); A valid driver's licence. Skills and competencies: Communication skills; Supervisory skills; Audit Techniques; Risk Assessment skills; Negotiation skills; Presentation skills; Problem Solving skills; Planning and Organizing skills; Policy development and analysis; Computer Literacy and Report Writing skills.
- DUTIES** : Develop and provide inputs on annual audit operational plan and three year rolling strategy; Plan, Execute, Report and perform follow up audits. Review the effectiveness of controls on systems, assets and operations; Verify the reliability, usefulness, completeness and accuracy of the financial reporting and performance information; Provide internal audit administration support services.
- ENQUIRIES** : Mr R Mabunda (010) 493 2500
- POST 03/50** : **ASSISTANT DIRECTOR: FLEET SERVICES, REF NO: 2018/09/OCJ**
- SALARY** : R334 545. – R394 065. per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Grade 12 and a three year National Diploma/ B Degree in Fleet Management, Transport Management or Logistics / Supply Chain Management. Three (3) years functional experience in managing government fleet and or transport services of which two (2) years should be at a supervisory level; A valid code EB or higher driver's licence. Proficient in Microsoft Office Suite. Knowledge of managing leased motor transport services will be an added advantage. Skills and competencies: Sound written and verbal communication skills; Knowledge and understanding of applicable Public Finance Management Act and Regulations; knowledge and understanding of Government fleet management policies and procedures; knowledge and understanding of Government SCM, Asset and Contract management policies and procedures; effective resource and financial management; computer literacy; conflict management and innovation; ability to function independently and advise management on best practise solutions for the department.
- DUTIES** : Manage, coordinate and implement an efficient and well maintained fleet service at all levels of the department; guide and coordinate the implementation of fleet management policies, procedures and legislation; effective asset management (acquisition, administration, utilisation care, maintenance and disposal) of all fleet assets, monitor and manage compliance to road traffic management legislation; institute corrective, investigative and disciplinary processes to prevent abuse; fraud and losses of vehicle and departmental assets; coordinate and manage service delivery standards by service providers; information management of vehicles assets relating to administration, payments, recoveries, losses, repair and maintenance.
- ENQUIRIES** : Mr N Naidoo (010) 493 2500

POST 03/51 : **ASSISTANT DIRECTOR: PROCUREMENT SYSTEM CONTROLLER, REF NO: 2018/10/OCJ**

SALARY : R334 545. – R394 065. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
Grade 12 and a three year National Diploma/ Bachelor's Degree in Commerce or IT; Three (3) years' experience in financial systems of which two (2) years should be at a supervisory level will be an added advantage; Knowledge of relevant legislation such as Public Finance Management Act (PFMA) and Treasury Regulations, a valid driver's licence. Skills and competencies: Effective and excellent people's skills; Problem solving and analysis; Communication skills; Project management, planning and organising; Attention to detail and service delivery; Manage and maintain good relations with all stakeholders.

DUTIES : Assist to manage the Justice Yellow Pages (JYP) system and form a link between the functional user, the IT component as well as the Financial System Controller (BAS), Vulindlela and CSD (Central Supplier Database). Have a clear understanding of the technical environment, functional areas, user support, and analysis and interpretation of reports. Ensure that system security measures are always in place. Assist to plan, implement, and assess the procurement system. Organise workflow, taking into account the segregation of duties and workload. Maintain data used in the administration of procurement systems and ensure proper filing. Address exceptions on weekly basis. Ensure that all prescripts, delegations and policies are adhered to. Attend to audit issues and assist with the required information. Attend user workshops/meetings and contribute to the development and continuous improvement of the systems. Identify training needs and coordinate training when necessary.

ENQUIRIES : Mr S Jiyane (010) 493 2500

POST 03/52 : **ASSISTANT DIRECTOR: PERSAL CONTROLLER, REF NO: 2018/11/OCJ**

SALARY : R334 545. – R394 065. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
Grade 12 and a three year National Diploma/Bachelor's degree in Human Resource Management or an equivalent qualification with three (3) years relevant and appropriate experience in a Public Sector Human Resource Management environment of which two (2) years at supervisory level will be an added advantage. PERSAL Training, Computer literacy MS Excell, MS Word, MS Outlook is essential (MS Access and MS Visio will be an added advantage), A valid Code 08 driver's licence. Skills and competencies: Knowledge and understanding of the Public Service Act, Public Service Regulations, Labour Relations Act, and other related policies., Interpersonal skills, Communication skills, Organisational skills, Financial and knowledge management skills, Problem solving and analysis skills, Data analysis and report writing skills, Extensive knowledge of the SCC system will be an added advantage. Good verbal and written communication skills.

DUTIES : Be responsible for the creation and maintenance of the departmental codes on the departmental code file. Evaluate and recommend/reject requested changes to the PERSAL system (SCC). Manage and control PERSAL notices and messages and bring important issues to the attention of management. Create users on Persal, allocate functions and link users and supervisors. Monitor the effective utilisation of the PERSAL system. Ensure that sound and effective personnel and salary persal management exists in the Department. Establish a well-trained PERSAL User group. Provide guidelines on the maintenance of the paper file and the information on PERSAL. Analyse PERSAL data and prepare monthly/quarterly/yearly reports; Monitor and manage statistics and information on PERSAL. Monitor the allocation and use of functions. Responsible for the composition and maintenance of departmental manuals and procedures. Implement control and audit measures on the PERSAL system. Be accountable for the effective utilisation of the PERSAL system; ensure authorisation of the suspense files transactions and verification with source documents.

ENQUIRIES : Ms D Botha (010) 493 2500

<u>POST 03/53</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES, REF NO: 2018/12/OCJ</u>
<u>SALARY</u>	:	R334 545. – R394 065. per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Mpumalanga Provincial Centre: Nelspruit
<u>REQUIREMENTS</u>	:	Grade 12 and a three year National Diploma/ B Degree in Human Resources/Business Management/Public administration or equivalent qualification. Three (3) years working experience in Human Resources Administration of which two (2) years' experience must be at a supervisory level in HR and related fields. Knowledge and understanding of human resources management processes. Must be able to understand and interpret policies Knowledge of policies/implementation strategies. Extensive knowledge of the Persal System. Knowledge of the relevant HR Management Legislation Directives. A valid driver's licence. Skills and competencies: Computer literacy (MS Office-with focus on Excel). Good communication skills (written and verbal). General office and project management. Exceptional report writing. Good people management / interpersonal relations; Ability to work under pressure and willingness to work extended hours when required. Attention to detail; Problem solving and Maintain discipline.
<u>DUTIES</u>	:	Manage and co-ordinate HR administration matters within the Department to contribute to the rendering of a professional human resource management services which in Conditions of service (leave, housing, medical aid, injury on duty, terminations, long service recognition, overtime, relocation, pension, allowance etc.); HR Provisioning (recruitment and selection, appointments, transfers, verification of qualifications; secretariat functions at interviews, etc.); Performance Management; Coordination of Labour Relations and employee wellness and training. Address human resource administration enquiries. Ensure the correct implementation of human resource management practices. Ensure the successful implementation of departmental/public services policies on matters related to human resource management and adherence to the relevant prescripts/legislation. Manage all PERSAL functions. Prepare and consolidate reports on personnel administration issues. Inform, guide and advice relevant stakeholders on human resource administration matters to enhance the correct implementation of personnel administration practice/policies.
<u>ENQUIRIES</u>	:	Mr SE Mashele (013) 753 9308
<u>POST 03/54</u>	:	<u>ASSISTANT DIRECTOR: E-LEARNING ADMINISTRATOR, REF NO: 2018/13/OCJ</u>
<u>SALARY</u>	:	R334 545. – R394 065. per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Grade 12 and a three year National Diploma/ B Degree, three (3) years working experience in a training related environment of which two (2) years should be at a supervisory level; adequate exposure in working with different E- learning platforms and LMS tools; advanced knowledge and experience in application of Microsoft office suite and open source; Understanding of SITA requirements; A valid driver's license.
<u>DUTIES</u>	:	Ensure implementation of Learning Management System (LMS); Provide administrative, functional and technical support in the operation of Learning Management System (LMS); Manage technical support for LMS and other relevant software; Identify emerging training technologies and advise SAJEL management; Support online training delivery, facilitation and follow up activities; Support Judicial Educators in production and uploading of training materials on LMS; Assist with archiving online SAJEL documentation; Provide day-to-day technical support to SAJEL team and LMS users; Provide day to day ICT technical support for SAJEL training, workshops, seminars and meetings; Provide training in IT related activities for various SAJEL officials and users.
<u>ENQUIRIES</u>	:	Dr T Tshivhase (010) 493 2500

POST 03/55 : **ASSISTANT DIRECTOR: HUMAN RESOURCES, REFNO: 2018/14/OCJ**

SALARY : R334 545. - R 394 065. per annum. The successful candidate will be required to sign a Performance Agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 and a three year National Diploma/ B Degree, in Human Resource Management or Business Management; Three (3) year's working experience in Human Resource Administration; Two (2) years' experience at a supervisory level in HR; Knowledge and understanding of Human Resource Management environment, Management of Resources; Knowledge of policies/implementation strategies; Knowledge of PERSAL System; Knowledge of the relevant HR Management Legislation Directives; A valid driver's licence. Skills and Competencies: Computer Literacy (MS Office- with focus on Excel); Good communication skills (written and verbal); General Office and project management; Exceptional report writing skills; Interpersonal Relations; Ability to work long hours under pressure and be self-motivated; Attention to detail; Problem solving skills; Maintaining discipline.

DUTIES : Implementation of policies and procedures; Manage and co-ordinate HR administration matters within the Department to contribute to the rendering of a professional Human Resource Management environment; Conditions of service (Leave, Housing, Medical Aid, Injury on duty; Terminations; Long Service Recognition; Overtime; Relocation; Pension; Allowances etc).HR Provisioning (Recruitment and Selection; Appointments; Transfer; Verification of Qualifications; Secretariat functions at interviews etc); Ensure the successful implementation of Departmental/Public Services policies on matters related to human resource management to adhere to the relevant prescripts/legislation; Prepare and consolidate reports on personnel administration issues. Inform, guide and advice relevant stakeholders on human resource administration matters to enhance the correct implementation of personnel administration practice/policies.

ENQUIRIES : Ms D Botha (010) 493 2500

POST 03/56 : **VETTING ADMINISTRATOR, REF NO: 2018/15/OCJ**

SALARY : R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 certificate and a National Diploma or equivalent qualification in Administration/Social sciences/Humanities or related studies. Three (3) years' experience in rendering administrative support services; Good communication and writing skills; No criminal record. Computer literate. Must be in possession of a valid driver's licence. Skills and competencies: Good communications skills (verbal and written); Problem solving and analysis; Report writing skills; Planning and organizing skills; Operational knowledge of Security Vetting Administrative System (SVAS); Security Vetting investigation course would be advantageous.

DUTIES : Administration and safekeeping of all vetting files in the department; Render administrative support services and maintenance of vetting database; Performance of screening functions; Provide support to the Unit Head and other staff, regarding vetting operational meetings; Liaise regularly with SSA on vetting matters particularly in relation to administrative systems and processes; Assist in organising vetting awareness sessions.

ENQUIRIES : Ms B Motene (010) 493 2500

POST 03/57 : **WEBMASTER OFFICER, REF NO: 2018/16/OCJ**

SALARY : R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : A Grade 12 and a three year National Diploma/Degree in graphic design, web design, multimedia, computer science or equivalent qualification; at least one year design/layout experience; Microsoft certifications in C++, SQL, Java Script, Dynamics CRM; SharePoint or other similar certifications would be expected. Have a minimum 3 years' experience; proven design skills. Skills and Competencies:

- Analytical skills; attention to detail and quality assurance skills; communication skills (written and verbal); results & deadline driven; specialist programming skills in more than one of the technology areas; good understanding of the Systems Development Life Cycle (SDLC) Framework.
- DUTIES** : Assist with the management and update all of the OCJ website and intranet, including technical roadmap definition and execution; provide the day-to day operational support; prepare website content by structuring information and layout of pages for quality control of web content; develop new content and rewrite/edit existing content into a form that is appropriate for interactive media and adds value to the content materials; reform text, assure hyperlinks integrity, position new content to the website; ensure that the content on the website is always up-to-date, accurate, consistent and reliable; assist with the demand from internal clients, including content, configuration and development updates; provide support and input on design standards by which the sites and demands on the sites will be managed; maintain communication with all stakeholders, including demand/prioritization and feedback sessions; provided appropriate operational reporting and feedback.
- ENQUIRIES** : Mr T Rikhotso (011) 349 7500
- POST 03/58** : **HUMAN RESOURCE PRACTITIONER: OCCUPATIONAL HEALTH AND SAFETY, REF NO: 2018/17/OCJ**
- SALARY** : R 226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Grade 12 and a three year National Diploma/Degree in Occupational Health and Safety. Three (3) years' relevant functional experience in Occupational Health and Safety; Policy implementation; Compensation for Occupational Injuries and Disease Act; Occupational Health and Safety Act; Public Finance Management Act; Public Service Act and Regulations; Basic Conditions of Employment Act. Knowledge of research procedures and techniques. Knowledge of design principles, techniques and tools. Understanding of Government legislation. A valid driver's licence Skills and Competencies: Computer literacy (Microsoft Office). Candidates should display good communication, liaison, planning and decision making skills.
- DUTIES** : Conduct safety audits. Compile statistics of all Occupational Health and Safety related matters. Co-ordinate safety training and awareness programmes. Manage, coordinate and implement the Occupational Health and Safety within the entire department. Develop the Safety Health and Environment Management tools and systems. Investigate all Occupational Health and Safety incidents. Interpret and co-ordinate recommendations from external audits reports. Develop quarterly reports on fatalities, serious injuries and all related issues described on the incident reporting matrix. To implement and monitor Occupational Health and Safety Policies, Programmes and Procedures. Perform other admin related duties.
- ENQUIRIES** : Ms D Botha (010) 493 2500
- POST 03/59** : **HUMAN RESOURCE PRACTITIONER: HR PLANNING, REF NO: 2018/18/OCJ**
- SALARY** : R 226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
Grade 12 and a three year National Diploma/Degree in Human Resource Management/Organizational Development; Three (3) years relevant appropriate Experience. Skills and Competencies: Computer skills (MS Word, MS Excel, MS Power Point); Problem solving; Decision making; Interpersonal skills; Attention to detail; Assertiveness; Good writing and verbal communication; Honest and ethical; Supervision.
- DUTIES** : Involve employees and other stakeholders in developing and implementing current and future human resource plan; identify competencies needed for critical job classes; determine gaps between current staff and future needs; determine needed training and development of current staff to meet future needs; develop recruitment strategies if necessary; develop workforce planning strategies; e.g.

succession planning; as appropriate and develop a timetable for implementation of identified workforce planning action steps. Develop strategies to address GEYODI issues; develop sustainable strategies for acquiring, deploying, developing and retaining employees to achieve strategic/programmatic goals analysed. Regular monitoring and evaluation of human resource plans, progress made towards human resource goals and the contribution of human resource results in achieving programmatic goals; Monitor human resource gaps in terms of supply and demand issues including the critical skills and competencies that are needed to achieve strategic goals. Assist in the evaluation of jobs as well as change management, as and when necessary.

ENQUIRIES : Ms D Botha (010) 493 2500

POST 03/60 : **REGISTRY CLERK: HR, REF NO: 2018/19/OCJ**

SALARY : R152 862. – R 180 063. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 or equivalent qualification; National Diploma, Degree in Human Resource Management/ Public Admin will be an added advantage; Knowledge and understanding of Record Management and Archive policies, procedures, regulations; A valid driver's licence and knowledge of Persal will be an added advantage. Skills and competencies: Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness; Ability to work under pressure, proficient with Ms Office software.

DUTIES : Render an effective filing and record management service: Open and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index / Filing plan according to regulatory framework; Record receipt, Maintain safe custody and protection of files and records; Identify files and records for archiving; Allocate file reference numbers and maintain various control registers.

ENQUIRIES : Ms D Botha (010) 493 2500

POST 03/61 : **DATA CAPTURER: HR, REF NO: 2018/20/OCJ**

SALARY : R152 862. – R180 063. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 or equivalent qualification; Computer literacy, National Diploma, Degree in Human Resource Management/ Public Admin/ IT will be an added advantage Skills and competencies: Good communication skills; Excellent in Microsoft office software , Ability to analyze statistics, ability to work under pressure.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain OCJ recruitment database. Retrieve information required.

ENQUIRIES : Ms D Botha (010) 493 2500

POST 03/62 : **ADMINISTRATION CLERK: HUMAN RESOURCES, REF 2018/21/OCJ**

SALARY : R152 862. – R 180 063. per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Grade 12 or equivalent qualification; National Diploma/ Degree in Human Resource Management/ Public Admin will be an added advantage or equivalent will be an added advantage; Proficient in Microsoft Office Suite (Word, Excel,

DUTIES

PowerPoint); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to details.
:
Provide administrative support to HR Directorates Secretarial and document production and management services to the directorate; Provide support to the Director in coordinating the financial administration of the Unit; Provide secretariat support during meetings and appointments (venues, minutes, refreshments); Implement and maintain a filing system in line with department policy; Coordinate the travel arrangements and claims of the directors and maintain records; Coordinate and appropriately direct all incoming / outgoing correspondence for the Unit. Combine monthly, quarterly and annual reports of the HR directorates, quality assure memorandums and documents submitted to the office of the Directors at for completeness and Correctness and assist HR with any projects or any other duties assigned.

ENQUIRIES

: Ms D Botha (010) 493 2500