

OFFICE OF THE CHIEF JUSTICE

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

- APPLICATIONS** : National Office /Constitutional Court And Judicial Support: Pretoria: 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.
Gauteng: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 12th floor, Cnr Pritchard and Kris Street, Johannesburg.
North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X2033, MMabatho, 2735. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 22 Molopo Road, Ayob Gardens, Mafikeng.
- CLOSING DATE** : 02 March 2018
- NOTE** : 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. Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis

OTHER POSTS

- POST -07/21** : **DEPUTY DIRECTOR: JUDGES REMUNERATION, REF NO: 2018/25/OCJ**
- SALARY** : R657 558 – R774 576 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Judicial Support: Pretoria
- REQUIREMENTS** : Grade 12 and a three year relevant National Diploma/ Bachelor' degree in Public Management or Administration and related fields; Five (5) years relevant experience of which 3 years should be at supervisory level; Knowledge and experience in the application of the provision of the relevant legislations policies and regulations that govern the Public Service; In-depth knowledge of the Judges' Remuneration and Conditions of Employment Act, 2001; A valid driver's licence. Skills and Competencies: Sound Interpersonal relations; Planning and Organising skills; People management; Problem solving skills; Maintaining discipline; Conflict resolution; Computer literacy; Good Communication skills; Conflict management and Supervisory skills.
- DUTIES** : Manage finance and procurement of goods and services; Implement Human Resource services; Administer remuneration and conditions of service with regard to Judges and Acting Judges; To prepare memorandums to the Minister and President on various matters concerning Judges; Implementation of the Judges Remuneration Act and Regulations; calculation and payment of pension, gratuities and resignation benefits to Judges; Compile and co-ordinate monthly/quarterly/yearly reports concerning the Judges.
- ENQUIRIES** : Mr L Kilian (012) 315 1201

<u>POST 07/22</u>	:	<u>DEPUTY DIRECTOR: FINANCE, REF NO: 2018/26/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>	:	Provincial Centre: Gauteng 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms T Mbalekwa ☎ (011) 335-0404
<u>POST 07/23</u>	:	<u>DEPUTY DIRECTOR: JUDICIAL EDUCATION AND RESEARCH, REF NO: 2018/28/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 LLB degree with at least 5 years' experience in legal research; At least 3 years proven experience in a supervisory position; Proof of at least 1 publication in peer reviewed or accredited journal; LLM and a qualification in Project Management will be an advantage; Experience in working with governance or legislative structures and Committees; A valid driver's license. Skills and competencies: Advanced research (qualitative and quantitative) skills; Innovative and proactive; Advanced writing skills; Project Management; Stakeholder Management; Ability to work under pressure, long hours and weekends; Leadership skills.
<u>DUTIES</u>	:	Preparation of content for publications (Brochures, Newsletter, Articles) on continuing Judicial Education; Maintain and update database of Facilitators; Conduct training needs assessment; Conduct impact assessment on SAJEI programs; Conduct a review of Programme Content, Curriculum and Methodology of SAJEI workshops and seminars; Oversee legal research and monitor Law Researchers output; Identify regional and international best practices on Judicial Education; Facilitate development and review of SAJEI training materials; Facilitate quality assurance of SAJEI training materials; Facilitate research into Judicial education; Develop and implement SAJEI Research Agenda.
<u>ENQUIRIES</u>	:	Ms P Mogale ☎ (010) 493 2500

POST 07/24 : **ASSISTANT DIRECTOR: HUMAN RESOURCES, REF NO: 2018/27/OCJ**

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

CENTRE : Provincial Centre: North West

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Mr ML Moetanalo 📞 (018) 397 7064