

## 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: Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 Marshalltown, 2107 or hand deliver to No 188, 14th Road Noordwyk, Midrand.
- CLOSING DATE** : 08 June 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](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). 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 21/16** : **DEPUTY DIRECTOR: JUDICIAL EDUCATION AND RESEARCH REF NO: 2018/156/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
- REQUIREMENTS** : 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms L Mothemane Tel No: (010) 493 2500
- POST 21/17** : **ASSISTANT DIRECTOR RISK MANAGEMENT: REF NO: 2018/157/OCJ**
- SALARY** : R334 545 – R394 065 per annum per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand

- REQUIREMENTS** : Grade 12 and a 3 year National Diploma/Degree in Risk Management/Commerce/ Internal Auditing/Accounting; Minimum 3 years' experience in Risk Management and 2 years at supervisory level will be added advantage. Extensive knowledge of Public Sector regulatory environment specifically the PFMA, Treasury Regulations, as well as the Public Sector Risk Management Framework; knowledge of CURA or BARNOWL systems and King Report on Corporate Governance; A valid driver's license; Experience in identifying new risks and rolling out risk management methodology; the successful candidate will be required to undergo a security clearance. Skills and competencies: Good communications skills (verbal and written); Computer literacy (Excel, Word and PowerPoint); Analytical skills; report writing and presentation skills; interpersonal skills, planning and organizing. Ability to pay attention to details.
- DUTIES** : Participate in the development and implementation of Enterprise Risk Management (ERM) framework and supporting policies; Embed a risk management culture, risk awareness and anti-fraud awareness; Facilitate the compilation of Operational Risk Registers and the implementation of risk based Combined Assurance; Properly and timeously communicate relevant information to equip the relevant stakeholders to identify, assess and respond to risks; Render secretariat services at the departmental Risk Management Forum; Provide guidance to subordinates where necessary; share knowledge, coach, lead, evaluate and monitor progress on implementation of action plans and provide feedback; draft reports; build relationships with other stakeholders; perform any other duties that may be expected from time to time. Manage resource.
- ENQUIRIES** : Ms L Mothemane Tel No: (010) 493 2500