

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** : Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685.
- CLOSING DATE** : 03 August 2018
- 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.

MANAGEMENT ECHELON

- POST 29/33** : **DIRECTOR: EXECUTIVE SUPPORT TO THE DEPUTY CHIEF JUSTICE (ROLE-PLAYING POST) REF NO: 2018/237/OCJ**
3 Year Renewable Contract
- SALARY** : R948 174 – R1 116 918 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court (JHB)
- REQUIREMENTS** : A degree in Law or Management or Administration (NQF level 7); A post graduate qualification will be an added advantage; 5 Years' relevant experience at a middle management level; 3 Years' experience in an executive office; A valid driver's licence; Willingness to travel; Excellent managerial and organisational skills; Innovative and self-driven professional with proven leadership skills; Excellent interpersonal skills; and Ability to perform under pressure. Core Management Competencies: Strategic capability and leadership; Financial management; Programme and Project management; People management and empowerment; Change management; Service delivery innovation; Client orientation and customer focus; and Communication. Skills and competencies: Analysis, problem solving and sound judgment; Decision making; Managing complexity; Planning and organising; Accountability; Resilience; Customer service orientation; Business performance management; and Organisational resource management.
- DUTIES** : As the Director: Executive Support in the office of the Deputy Chief Justice, the successful candidate will be responsible for providing overall strategic management and leadership in respect of this office through: Providing executive support services to the office of the Deputy Chief Justice to ensure the effective and efficient functioning of the Deputy Chief Justice in the exercising of his assigned responsibilities by: Developing and ensuring the implementation of an approved operational plan for the office of the Deputy Chief Justice; Planning, coordinating and monitoring the daily functional operations of the office of the Deputy Chief Justice in ensuring that the necessary resources are allocated to support the Deputy Chief Justice; Managing and synchronizing the activities of staff supporting the Deputy Chief Justice; Coordinating and providing executive

support-, administrative-, secretarial-, household support- and diary management services to the Deputy Chief Justice; Quality assuring documents submitted for attention of the Deputy Chief Justice to ensure accuracy and completeness of information provided; and Managing the interface between the office of the Deputy Chief Justice and the OCJ. Ensuring management and coordination of research and the preparation of draft speeches for the Deputy Chief Justice by: Conducting extensive and reliable research using all available research systems and methods; Overseeing the preparation of draft speeches well before an engagement of the Deputy Chief Justice; and Overseeing the conducting of situational analyses, development of position papers, briefing notes and reports well before an engagement of the Deputy Chief Justice. Ensuring management and coordination of international and domestic stakeholder relations for the Deputy Chief Justice by: Providing executive liaison services to the Deputy Chief Justice in support of his functions as well as his interaction with the Executive and Legislative branches of the State; and Ensuring effective communication to promote constructive international and domestic stakeholder relations with the broader community for example the Legal profession, Universities and other stakeholders. Ensuring the management of protocol services and the co-ordination of security services for the Deputy Chief Justice by: Ensuring that there is liaison with organizations, Departments and other stakeholders in terms of the protocol arrangements for the engagements of the Deputy Chief Justice; Ensuring the effective provision of protocol support services to the Deputy Chief Justice; and Ensuring effective security coordination for the Deputy Chief Justice by liaising with the South African Police Service and other law enforcement agencies. The provision of general management services including compliance with all regulatory prescripts by: Ensuring compliance with the prescripts and the regulatory framework of the Public Service; Managing all human resources allocated to the office; Managing expenditure and the budget allocated to the office; Ensuring the effective and efficient utilization of all resources; and Ensuring effective planning, monitoring, evaluation and performance reporting in terms of the relevant prescripts.

ENQUIRIES :

Ms C Gideon Tel No: (010) 493 2500

OTHER POSTS

POST 29/34 :

DEPUTY DIRECTOR: CONTENT AND RELATIONSHIP MANAGEMENT TO THE DEPUTY CHIEF JUSTICE (ROLE-PLAYING POST) REF NO: 2018/241/OCJ

3 Year Renewable Contract

SALARY :

R697 011 – R821 052 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE :

Constitutional Court (JHB)

REQUIREMENTS :

A degree or diploma in Law or Communication or equivalent qualification (NQF level 6). A post graduate qualification will be an added advantage; 5 Years' relevant experience; A valid driver's licence; and Willingness to travel. Skills and competencies: Extensive knowledge of research functions and research systems as well as proven report writing skills; Analytical acumen; Proven ability to draft and quality control highly complex documents; Proven ability in the drafting of speeches; Proven high level communication and stakeholder relationship management skills; Knowledge of the functioning of an executive office; Ability and willingness to travel often and work long hours; Ability to meet strict deadlines and to work under pressure; Excellent communications skills (both written and verbal); A sense of attention to detail; Adaptability; Problem solving; and Good interpersonal skills.

DUTIES :

As the Deputy Director: Content and Relationship Management in the office of the Deputy Chief Justice, the successful candidate will be responsible for conducting research, prepare speeches and facilitate international and domestic stakeholder relations for this office through: Conducting of research by: Using all available research systems and methods; Doing situational analyses, developing position papers, briefing notes and reports well before an engagement of the Deputy Chief Justice; and Directing, coordinating and consolidating technical inputs for the development of reports, position papers and briefing notes; Preparation of draft

speeches by: Directing, coordinating and consolidating technical inputs for the development of speeches; Liaising with senior managers and officials in the Department to obtain inputs into speeches; Ensuring that a comprehensive database of all delivered speeches is maintained; and Ensuring that all speeches are placed on the departmental website and made available when requested by stakeholders. Facilitating international and domestic stakeholder relations by: Providing executive liaison services to the Deputy Chief Justice in support of his functions as well as interaction with the Executive and Legislative branches of the State; Communicating effectively to promote constructive international and domestic relations with the broader community for example the Legal profession, Universities and other stakeholders; Sourcing relevant news and information at international and domestic level for the consideration of the Deputy Chief Justice; and Liaising with organizations, Departments and other stakeholders in terms of the speaking engagements of the Deputy Chief Justice.

ENQUIRIES : Ms C Gideon Tel No: (010) 493 2500

POST 29/35 : **PROTOCOL OFFICER TO THE DEPUTY CHIEF JUSTICE (ROLE-PLAYING POST) REF NO: 2018/243/OCJ**
3 Year Renewable Contract

SALARY : R356 289 – R419 679 per annum per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court (JHB)

REQUIREMENTS : A degree or diploma (NQF level 6); A protocol specific qualification will be an added advantage; 3 Years' relevant experience; and A valid driver's licence. Skills and competencies: Extensive knowledge of the relevant protocol prescripts and the application thereof; High level communication and stakeholder relationship management skills; Proven logistical coordination and organizing skills; Knowledge of the functioning of an executive office. Report writing skills; Ability and willingness to travel often and work long hours; Ability to meet strict deadlines and to work under pressure; Excellent communications skills (both written and verbal); A sense of attention to detail; Adaptability; and Problem solving.

DUTIES : As the Protocol Officer in the office of the Deputy Chief Justice, the successful candidate will be responsible for the provision of protocol services and coordination of security services for the Deputy Chief Justice through: Development and maintenance of a Protocol Management Framework for the Deputy Chief Justice by: Obtaining knowledge and a clear understanding of the protocol requirements of the position of Deputy Chief Justice; Developing a clear understanding of the role of the Judiciary as an Arm of State; and Compiling, consulting and securing approval of a Protocol Management Framework for implementation and maintenance. Liaising with stakeholders (international and domestic) with a view to ensuring that due protocol is observed during ceremonial and official engagements of the Deputy Chief Justice by: Obtaining knowledge regarding the protocol relevant to the specific stakeholder; Advising stakeholders of the protocol requirements of the Deputy Chief Justice; and Advising the Deputy Chief Justice on the protocol applicable to every stakeholder engagement. Supporting the Deputy Chief Justice during ceremonial and official engagements by: Visiting the venue to undertake protocol planning with the hosts; Briefing the Deputy Chief Justice prior to the event; and Meeting the Deputy Chief Justice on arrival and provide ushering services throughout the event until departure. Coordinating security services for the Deputy Chief Justice by: Liaising with the South African Police Service with regard to the VIP protection rendered to the Deputy Chief Justice. Liaising with other law enforcement agencies for example the Metro Police as and when required.

ENQUIRIES : Ms C Gideon Tel No: (010) 493 2500

POST 29/36 : **REGISTRY CLERK TO THE DEPUTY CHIEF JUSTICE REF NO: 2018/238/OCJ**
3 Year Renewable Contract

SALARY : R163 563 – R192 666 per annum Level 05. The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court (JHB)

- REQUIREMENTS** : Grade 12 or equivalent qualification; National Diploma, Degree in 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 C Gideon Tel No: (010) 493 2500