OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195(1)(l) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration. Women and People with Disabilities are encouraged to apply.

APPLICATIONS

National Office: Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

Polokwane: Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or hand deliver to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

CLOSING DATE

08 November 2019

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 are allowed; certification should not be more than three months old). Note: Shortlisted candidates must be willing to undergo normal vetting and verification processes, including a competency assessment for Senior Management Service. 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 shortlisted 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 or email, will NOT be considered or accepted.

MANAGEMENT ECHELON

POST 38/33: DIRECTOR: MONITORING, EVALUATION & REPORTING REF NO: 2019/ 623/OCJ

SALARY

R1 057 326 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement

CENTRE

National Office: Midrand

REQUIREMENTS

A relevant Degree or equivalent qualification at NQF level 7, A relevant postgraduate qualification would be an added, advantage. Five (5) years' relevant experience at Middle/Senior Managerial level. Experience in report writing at a corporate level. A valid driver's licence. Behavioral Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem solving and Analysis; People Management and Empowerment; Client Orientation and Customer focus; Communications (verbal and written).

DUTIES

Monitor, evaluate and report on the implementation of the Strategic Plan, Annual Performance Plan and Operational Plans within the OCJ Develop and present performance reports in accordance with the prescribed monitoring and evaluation prescripts. Monitor, analyze and assess the overall performance of the OCJ. Provide strategic management and coordination of the development and maintenance of monitoring, evaluation and procedures. Develop systems (including standardized tools, processes and reporting). Compile quarterly, mid-year and annual reports. Provide relevant performance information and related evidence to external stakeholders such as the Auditor-General, National Treasury, and the Department of Performance Monitoring and Evaluation, as and when required.
ENQUIRIES : Ms C Gideon Tel No: (010) 493 2500/2528

OTHER POST

POST 38/34 : HUMAN RESOURCE PRACTITIONER REF NO: 2019/624/OCJ

SALARY : R257 508 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Provincial Service Centre: Limpopo

REQUIREMENTS : A 3-year Degree or National Diploma in HRM/Public Administration/Management or Equivalent Qualification; At least three (03) years functional experience in Human Resource Management within the Public Service; Extensive knowledge of Persal system (Attach certificates); Supervisory experience will be an added advantage; A valid code B drivers' license. Skills and Competencies: Computer literacy; Knowledge of the relevant Human Resource Management Legislation/Directives; Knowledge of Persal system; Good communication skills (written and verbal); Good interpersonal and public relation skills; Good administration and organizational skills; Customer Service Skills; Time management and Confidentiality; Supervisory and leadership skills; Ability to work under pressure.

DUTIES : Supervise, plan and co-ordinate the activities of the HR Officers to contribute to the rendering of a professional human resource management service e.g: Personnel development, performance management and discipline, and ensure quality of work; Supervise the implementation and maintenance of human resource administration practices concerning service benefits (Leave, Housing, Medical, Injury on duty, Terminations, Long service recognition, Overtime, relocation, Pension, allowances etc.), and HR Provisioning (Recruitment & Selection, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Address human resource administration enquiries to ensure the correct implementation of human resource management practices; Inform, guide and advice the Department/ personnel on HR Administration matters to enhance the correct implementation of HR Management practices; Approve transaction on Persal according to delegations. Prepare reports on Human Resource Administration issues and statistics.

ENQUIRIES : Mr. Masemola T/ Ms. Phadziri N Tel No: (015) 230 4051 /4008