

## 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)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.***

- APPLICATIONS** : National Office Midrand/Constitutional Court: Braamfontein: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- FOR ATTENTION** : The Director: Human Resources
- CLOSING DATE** : 10 November 2023
- NOTE** : All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za/](http://www.judiciary.org.za/) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of

recruitment only 121 and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

**MANGEMENT ECHELON**

- POST 39/93** : **DIRECTOR: HUMAN RESOURCE UTILISATION AND DEVELOPMENT**  
**REF NO: 2023/348/OCJ**
- SALARY** : R1 162 200 – R1 365 411 per annum, (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand  
: Matric Certificate and an undergraduate qualification in Human Resources Management/Development/Industrial Relations/Labour Relations or equivalent qualification (NQF level 7) as recognized by SAQA is required. A post-graduate qualification (NQF Level 8) will be an added advantage. Five (5) years' appropriate experience in Senior/ Middle Management. Minimum of five (5) years' relevant experience at middle/senior managerial level. A valid driver's license. The Nyukela Public Service SMS Pre-entry Programme (certificate) will be required prior to appointment. Experience and knowledge in human capital development, experience and thorough understanding of employee relations; alignment of individual performance to the organizational strategic objectives and mandate, development and implementation of human resource plan. Knowledge and good understanding of Labour Relations Act. Familiarity with organization structure design and change management function. Good knowledge of departmental establishment analysis and management. Knowledge and understanding of the Employee Health and Wellness framework in the Public Service. Knowledge and good understanding of the Public Service Act and Regulations as well as the relevant public service prescripts, the Public Finance Management Act including Treasury Instructions and Regulations. Behavioural Competencies: Knowledge and understanding of the Public Finance Management Act. Treasury Regulations. Public Service Act and Regulations. Batho Pele Principles. Skills and Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communications (verbal and written).
- DUTIES** : Develop, manage and monitor the implementation of training and development of policies, Develop and implement human resource planning, strategies and processes in line with the department's mandate, objectives and personnel budget allocation. Develop and monitor the implementation of the employment equity plan. Manage the analysis of HR reports and ensure compliance thereof. Co-ordinate the functioning relevant structures. Develop and implement employee health and wellness strategies and programmes. Deliver high quality strategic employee relations to support the strategic objectives of the Department by ensuring timeous review and implementation of employee relations policies, codes and practices, effective handling of investigations with proper documentation, effective management of grievances, disputes and disciplinary cases, analysis of employee relations trends and proper recommendations for mitigation. Management of the organization structure, process mapping and change management function within OCJ. Management of the overall department establishment. Provide strategic support on the implementation of Employee Health and Wellness programmes by ensuring the development and implementation of Employee Health and Wellness policies in line with the Departmental needs and legislation, conducting of occupational health and safety audits, effective management of injury on duty cases, assessing and monitoring of the impact of employee health and wellness in the Department. Facilitate and monitor Diversity Management programme.

**ENQUIRIES**  
**NOTE**

- : Ms LP MPE Tel No: (010) 493 2500
- : Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration.