

		within the Human Resource section / unit; Manage compliance with and provide guidance on the Disciplinary Code and Procedure in the Public Service and Labour Relations.
<u>ENQUIRIES</u>	:	Technical Related Enquiries: Mrs RM David Tel No: (021) 469 4048 HR Related Enquiries Mr K Mphela Tel No: (010) 493 2527
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/393/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<u>POST 04/121</u>	:	<u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: 2025/394/OCJ</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Human Resource Management/ Public Administration/ Management/ Personnel Management/ relevant equivalent qualifications at (NQF Level 6), a minimum of three (03) years' experience in the relevant field of which one (01) year should be at supervisory level. Knowledge and understanding of OSD and a valid driver's license. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. Skills and competencies: Knowledge of and understanding of the Legislation/ Prescript and framework governing the Public Service i.e., Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act, knowledge of HRM policies, knowledge of HR related standards, practices, processes and procedure, Knowledge of Batho Pele Principles, computer literacy, analytical thinking, problem solving skills, decision making skills, motivational skills, time management, strategic skills, conflict management and communication and report writing abilities.
<u>DUTIES</u>	:	Facilitate the implementation of recruitment processes in the department: Facilitate the placement of adverts with agencies, DPSA and on Judiciary website. Implement and monitor compliance of selection processes within the department. Provide support in the development of recruitment and selection policies. Provide support in the development of recruitment and selection reports. Ensure administrative support within the sub-directorate: Ensure the updating of all recruitment and selection database. Supervise and develop staff.
<u>ENQUIRIES</u>	:	HR and Technical Related Enquiries: Ms D Kupa S Tshidino Tel No: (010) 493 8771
<u>APPLICATIONS</u>	:	Applications can be sent via email at 2025/394/OCJ@judiciary.org.za
<u>NOTE</u>	:	The Organization will give preference to candidates in line with the Employment Equity goals.
<u>POST 04/122</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL SYSTEMS (FUNCTIONAL) REF NO: 2025/395/OCJ</u> 12- months contract
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09), plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Midrand
<u>REQUIREMENTS</u>	:	Applicants should be in possession of a National Diploma in Accounting/Financial Management/Information Systems or relevant equivalent qualification at NQF level 6 or. A minimum of three (3) years' experience in Financial Systems environment. Extensive understanding of the LOGIS systems and Basic Accounting Principles. Sound knowledge and understanding of the PFMA and Treasury Regulations. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements Knowledge and Skills: Ability to conduct financial analysis. Required technical proficiency. Planning and organizing. Problem solving and decision making. Customer focus and responsiveness. Prepare reports and proposals related to the Department's strategic and