

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. Failure to submit all the requested documents will result in the application not being considered during the selection process. 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 appointment. The Office of the Chief Justice complies with the provisions of the 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 and more specifically for the purpose of the position/vacancy you have applied for. In the event that 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.

OTHER POSTS

- POST 04/120** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2025/393/OCJ**
Re-advert, Applicants who previously applied are encouraged to re-apply
- SALARY** : R896 436 – R1 055 958 per annum (Level 11), (all-inclusive package), consisting of 70%/ 75% basic salary and 30%/25% 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** : Western Cape Provincial Service Centre, Cape Town
: Applicants should be in possession of three (3) year National Diploma in Human Resource Management and/or Development or Public Administration. A minimum of 5 years' experience in Human Resource Management of which three years' must be at Junior Management/ Assistant Director level. Applicant should have knowledge 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. Knowledge and Skills: Knowledge of Human Resource Administration as well as Recruitment and Selection. Basic Conditions of Employment Act and Employment Equity Act. Knowledge and understanding of the current Public Service Legislations, Regulations and Policies. Knowledge of HR related standards, practices, processes and procedures. Computer literacy in MS Office. Skills and Competencies: Good communication skills (written and verbal); Accuracy and attention to detail; Good administration and organizing skills; Good interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated. Skills and Competencies: Skills and Competencies: Good communication skills (written and verbal); Accuracy and attention to detail; Good administration and organizing skills; Good interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated.
- DUTIES** : Manage staff establishment of the Province; Manage HR Administration, Training and HR Records in the Province; Manage the Performance Management and Development System; Manage conditions of service and benefits for all levels including OSD, MMS and SMS employees; Facilitate the process of Employee Relations in the Province; Provide expert advisory support to stakeholders; Responsible for the interpretation and implementation of OSD policies and resolutions; Give advice on Procedural and technical related matters in respect of Human Resource administration policies and strategies to ensure compliance with applicable prescripts and regulations governing Human Resource Management; Manage and administer the implementation of the policy and procedure on incapacity leave and ill-health retirement (PILIR) in the Department. Manage the performance of personnel

		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