

SALARY

R1 317 384 – R1 551 807 per annum (Level 13), (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

Applicants should be in possession of a Bachelor of Laws or related legal qualification at NQF level 7 as recognised by SAQA. A minimum of five (5) years' experience at a Middle / Senior Management level, of which at least three (3) years' must have been in the field of Legal Administration. A valid driver's license. Successful completion of the Nyukela Public Service Pre-entry Programme as endorsed by the National School of Government (NSG), prior to the appointment. Knowledge and skills: Knowledge of the Constitution of the Republic of South Africa. Extensive knowledge and experience in Parliamentary operations. Knowledge of Legislative Framework, Medium Term Strategic Framework (MTSF). Understanding of Treasury and PFMA Regulations. Government legislation. Monitoring and evaluation methods. Legislative drafting. NDP- National Development Plan. Knowledge of government systems and structures. Knowledge of relevant legislations and prescripts. Problem solving skills. Verbal and written communication skills. Analytical skills. Negotiation skills, People and diversity management skills. Strategic and analytical skills. Sound financial management skills. Presentation skills. Research skills. Planning and organizing skills, Computer literacy, (MS Office). Personal Attributes: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honesty and Integrity, Communication. 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.

DUTIES

Manage the administrative support to the Secretary General pertaining to compliance function, legal and general research and portfolio committee programme. Manage research and draft advisories whilst instituting proper record management, knowledge systems, policies and procedures. Liaise with other government departments and agencies to ensure smooth intergovernmental cooperation and information sharing. Manage coordination of matters emanating from Parliament's participation for inter-governmental relations, Judiciary events and programmes. Manage the Directorate.

ENQUIRIES
APPLICATIONS
NOTE

- : Technical Related and HR Enquiries: Mr SW Mekoa Tel No: (010) 493 2500
- : Applications can be sent via email to 2026/148/OCJ@judiciary.org.za
- : The Organisation will give preference to candidates in line with the Employment Equity goals.

OTHER POSTS