



**CHIEF EXECUTIVE OFFICER: SOUTH AFRICAN JUDICIAL EDUCATION INSTITUTE (SAJEI)**

**(FIVE (5) YEAR FIXED TERM PERFORMANCE BASED RENEWABLE CONTRACT)**

**REF NO: 2024/114/OCJ**

The South African Judicial Education Institute (SAJEI) was established as a juristic person in terms of section 3 of the South African Judicial Education Institute Act, No. 14 of 2008 as amended, in order to promote the independence, impartiality, dignity, accessibility and effectiveness of courts by providing judicial education for judicial officers. The Institute exists to provide judicial education and training to Judicial Officers. (Judges and Magistrates) and Aspiring Judicial Officers.

Section 6 of the Act as amended, establishes a Council, chaired by the Chief Justice of the Republic of South Africa, charged with responsibility for the governance of the Institute. Section 12(1) of the Act provides for the Council to appoint a Chief Executive Officer for a determined term and on such conditions, as the Council may determine. The Chief Executive Officer is the administrative head of the Institute, responsible for its general administration under the direction of the Council.

The Council for the South African Judicial Education Institute, hereby invites applications from suitably qualified persons for the position of Chief Executive Officer of the Institute. A person appointed to this position must be a dynamic person who can strategically direct the operations of the Institute for a determined term of five (5) years. The term of five (5) years is renewable.

**SALARY R1 741 770 – R 1 962 090** per annum (Level 15), (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in accordance with public service standards applicable to Senior Management Service (SMS). The successful candidate will be expected to enter into an employment contract and a performance agreement within three (3) months of appointment.

**REQUIREMENTS:** A Bachelor's Degree (NQF Level 7) and a Post Graduate Degree in Management or an LLB Degree (NQF Level 8) as recognised by SAQA. A minimum of eight (8) years' relevant experience at Senior Management Level or similar recognised experience. A valid driver's license. Knowledge of the functioning of the integrated justice system. Knowledge of and experience in the development of education and training programmes. Extensive knowledge and demonstrable application of King IV Code on Corporate Governance. Organisational ability and analytical acumen. Broad understanding of the South African Judiciary and its Constitutional and legislative mandate. Advanced knowledge and experience in stakeholder management practices. Proven ability to draft and quality control highly complex legal/policy and briefing documents. Experience in policy development and legal research. Knowledge of the Public Finance Management Act, 1999 and Public Audit Act, 2004 and the Public Service Regulatory Frameworks.

**SKILLS AND COMPETENCIES:** Excellent communication skills (written and verbal) appropriate to operational and executive levels. Flexibility and ability to work under pressure. Ability to provide administrative leadership to the SAJEI team. Demonstrable experience and knowledge of corporate governance. Innovative and self-driven professional. Excellent interpersonal skills and team player. Strategic capability and leadership. Sound financial management skills (auditing practices, business planning and fund raising). Programme and project management. People management and empowerment.

**DUTIES:** Provide administrative leadership. Inter alia fulfil duties in accordance with Section 5 (a)-(f) of the SAJEI Act. Develop, implement and monitor the corporate governance calendar of the Institute. Provide technical and research support to the Council and its governance structures. Prepare and submit performance information to SAJEI governance structures, the Secretary General and all the relevant stakeholders. Facilitate material development and review, identify research priorities, develop, and implement the Annual Research Agenda. Develop, implement, and monitor annual training schedules of Judges, Magistrates and Aspiring Judicial Officers. Prepare and monitor budget as well as expenditure. Monitor compliance with prescripts applicable to Human and Risk Management.

The SAJEI complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. Your personal information provided to the Institute will be used for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Institute 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 Institute will safeguard the security and confidentiality of all information you shared during the recruitment process.





Should you be appointed, you will be required to comply with all other conditions to which the appointment is subject, (a) undergoing a security vetting process in line with the National Strategic Intelligence Act (No. 39 of 1994) by completing Z204 form, in order to allow the Domestic Branch of the State Security Agency to conduct the necessary vetting investigations, at the end of which the relevant security clearance will be considered. (b) Serve a probationary period of 12 calendar months. There will be an assessment before the probation period lapses. The probation period shall be extended — (i) by a period equivalent to the delay by the employee for signing his or her performance agreement or an agreement of a similar nature, on the due date. (ii) the number of days for which leave has been taken during the period of probation.

**NOTE:** Kindly submit a detailed curriculum vitae to [sajeiceopersonalassistant@judiciary.org.za](mailto:sajeiceopersonalassistant@judiciary.org.za) by 16h00 on **30 August 2024**. The CV should reflect the practical application of the position outputs and the required competencies, as advertised. The CV must include 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. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Should you be in possession of a 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 their country of origin (when shortlisted, all non - SA Citizens will be required to submit a copy of proof of South African permanent residence. Applications that do not comply with the above-mentioned requirements will not be considered. 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 Institute reserves the right not to make any appointment to the advertised post. 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. Should you be shortlisted, you will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Institute. 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. You will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Applicants could be required to provide consent for access to their social media accounts

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**APPLICATIONS:** Quoting the relevant reference number, direct your application to: The Human Resource Management Committee. South African Judicial Education Institute, Private Bag X10, Marshalltown, 2107.

**CLOSING DATE:** **30 August 2024**

Applications can also be hand delivered to the SAJEI offices located at 188, 14th Road, Noordwyk, Midrand, 1685.

**ENQUIRIES** Technical Related Enquiries: Dr Gomolemo Moshoeu at 010 493 2616 Email: [Gmoshoeu@judiciary.org.za](mailto:Gmoshoeu@judiciary.org.za)

**HR Related :** Enquiries – Ms. Puni Mpe at 010 493 2524 Email: [PMpe@judiciary.org.za](mailto:PMpe@judiciary.org.za)