



REPUBLIC OF SOUTH AFRICA

OFFICE OF THE CHIEF JUSTICE

The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 3 September 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person are required to capacitate the Office:

REFERENCE: 2015/48/EC

CENTRE: HIGH COURT, GRAHAMSTOWN: EASTERN CAPE

POST: ADMINISTRATION CLERK (ACCOUNTS)

SALARY: R123 738-145 758 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 certificate or equivalent qualifications
The following can serve as an added advantage:
- Computer literacy
- Experience in dealing with accounts

NOTE: Officials already on salary level 5 will only be considered if a motivational letter and a letter of recommendation from the Court Manager / Office Manager is attached. If successful the appointment / transfer will be at own cost.

SKILLS AND COMPETENCIES:

- Computer literacy (MS Office and Excel);
- Numerical skills;
- Accuracy and attention to detail;
- Good communication skills (verbal and written);
- Good interpersonal relations;
- Problem solving skills;
- Ability to work under pressure and to multi task.
- Ability to work independently

KEY RESPONSIBILITY AREAS:

- Payment of all expenditure accounts through BAS;
- Maintain payments register
- Print monthly expenditure reports
- Process transport and subsistence claims
- Petty Cash custodian
- Pay witness fees
- Filing of all expenditure documents / records
- Attend to queries and enquiries regarding payments
- Prepare monthly telephone accounts and receive payment
- Provide information for inclusion in the AFS.
- Order stationery and maintain inventory
- Arrange travel & accommodation bookings
- Asset management duties
- Assist in procurement
- Enter into performance contract and do reviews with supervisor.
- Perform various administrative tasks relevant to the core functions of the Department as may be assigned by supervisor/ manager.

ENQUIRIES: Ms Dibuseng Mongoato 📞 (043) 702 7108/9

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X9065, EAST LONDON, 5200 **OR PHYSICAL ADDRESS:** Office of the Chief Justice Service Centre, No. 3 Phillip Frame Road, CHISLEHURST, EAST LONDON


CLOSING DATE: 07 April 2015

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 1996, and the staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered.

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 SA, 1996 (Act 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

We welcome applications from persons with disAbilities 

**CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE
MANAGEMENT**