



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: 2015/46/EC

POST: ADMINISTRATIVE OFFICER

CENTRE: HIGH COURT, GRAHAMSTOWN: EASTERN CAPE

SALARY: R227 802 – 268 338 per annum. The successful candidate will be required to sign a performance agreement.

NOTE: Officials already on salary level 8 will only be considered if a motivational letter from the candidate and a letter of recommendation from the Court Manager / Office Manager are attached. If successful the appointment / transfer will be at own cost.

REQUIREMENTS:

- An appropriate Bachelor's degree or equivalent qualification;
- The following can serve as an added advantage:
 - Relevant supervisory / checking officer experience in vote account
 - Five (5) years' applicable experience in Courts
 - Experience in working with BAS and JYP;

SKILLS AND COMPETENCIES:

- Knowledge and skills in Financial Management,
- Knowledge of the DFI, PFMA and other applicable prescripts.
- Computer literacy.
- Good communication (written & Verbal)
- Strong interpersonal skills
- Ability to work under pressure and multi - task.
- Accuracy and attention to detail
- Problem solving skills

KEY RESPONSIBILITY AREA:

- Exercise control over Vote Account and Procurement.
- Assist with budget planning, monitoring and Control
- Check and authorise transactions on JYP and BAS
- Checking officer duties of the accounts and procurement sections
- General supervision of clerical staff,
- Authorise expenditure & procurement within delegation.
- Manage records & documents of accounts,
- Management of performance and discipline.
- Check all applicable registers, diverse documents and tasks performed by co-workers for completion, compliance and correctness
- Custody of Reserve stock
- Dispose delegated duties attaching to the level.
- Act as an assist to the Area/Court Manager to dispose of management functions.
- Ensure compliance to prescripts pertaining to the usage of Vehicles, Travelling and subsistence and give guidance and direction to other officials in this regard.
- Compile statistics and reports, handle correspondence and draft memoranda.
- Compile monthly compliance certificates
- Compile inputs to AFS
- Ensure compliance to SCOA allocations and keep audit trail.
- Any other administrative functions as directed by the supervisor.

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**