



**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 is required to capacitate the Office:

REFERENCE: 2015/08/GP/OCJ

PERIOD: CONTRACT TILL 31 MARCH 2016

POST: CONTRACT PROVISIONING ADMINISTRATION CLERK

CENTRE: OCJ PROVINCIAL SERVICE CENTRE GAUTENG

SALARY: R123 738 + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- Relevant experience in Provisioning Administration / Supply Chain Management;
- Demonstrate sound understanding of the PFMA, Treasury Regulations, PPPFA, SCM guidelines and other related prescripts;
- Knowledge of Public Sector procurement processes, rules and regulation.

Skills and Competencies:

- Computer literacy (MS Word and Excel, e-mail and internet);
- Good communication skills (written & verbal);
- Organizational skills;
- Interpersonal relations;
- Ability to work under pressure and be self-motivated.

KEY PERFORMANCE AREAS:

- Keep and update all records on asset register;
- Bar-code all newly acquired assets;
- Conduct quarterly assets verification and ensure that assets condition in the register matches the condition of its existence;
- Identify assets for disposal and facilitate the transfer thereof;
- Assist with reconciliation of the JYP assets register and BAS;
- Update records of leases on assets and maintain copies for audit purposes;
- Follow up on losses reported to Legal liability and update assets register according to assets status;

ENQUIRIES: Ms.L Netshitomboni (011) 335 0392

APPLICATIONS: Quoting the relevant reference number, direct your application to: OCJ Provincial Head, Private Bag X07, Johannesburg, 2000 or Physical Address: High Court of South Africa: Gauteng Local Division: Johannesburg, Cnr. Prichard and Kruis Street: Johannesburg.

CLOSING DATE: **26 June 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 EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR 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.

People with disability are encouraged to apply.

CHIEF DIRECTOR: CORPORATE SERVICES: HR