



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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 23 August 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** : 2016/12/OCJ

**POST** : ASSISTANT DIRECTOR: DEMAND MANAGEMENT

**CENTRE** : NATIONAL OFFICE

**LEVEL** : 9

**SALARY** : R 289 761.00 –R 350 025.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Appropriate three years qualification in Supply Chain Management or any equivalent qualification, Grade 12 and three years experience in Supply Chain Management, plus 2 years supervisory experience;
- Knowledge of Public Service Policy Frameworks, in-depth knowledge of the Public Finance Management Act (PFMA), BBB-EE regulations, Treasury Regulations, Supply Chain Management Regulations, notes, circulars, policy frameworks and related prescripts;
- Experience in Acquisition of Goods and Services, Demand Management;
- Computer Literacy: Excel, MS Word, Outlook, Powerpoint;
- In-depth knowledge of Supply Chain Management Systems, e.g. LOGIS;
- A valid driver's license will be an added advantage and willingness to travel is required.

**KEY RESPONSIBILITY AREAS:**

- Oversee and assist end users with timeous development of the specifications of bids;
- Oversee and assist end users with compilation of Demand Management Plans;
- Consolidate relevant reports and review demand management Plans;
- Oversee and ensure bid invitations, closing, evaluation and adjudication of proposals and publication of awards as well that tender (bid) documents are compiled in consultation with the Bid Committees recommendation;

- Manage the maintaining of a filing system for awarded contracts, capture all awarded contracts on a contract register and update bid register (tender register);
- Manage, monitor and ensure the administration of validity of bids and contracts periods;
- Manage and oversee the advertisement of bids, opening of bid/tender box, registration of bid offers in bid registers;
- Render advice and provide support at specification, briefing and bid evaluation meetings as well coordination and attendance of briefing sessions;
- Prepare submissions and reports to Bid Committees;
- Provide supply chain advisory and support services to the organization;
- Coordination of bid related matters with end users and ensure that internal control measures are adhered to;
- Monitoring and conducting follow up on outstanding requests and documents;
- Assist with the formulize customization of SCM policies and procedures to suit the needs of the organization;
- Monitor and ensure procedures comply with Supply Chain Management and Treasury Regulations and bids are within the framework as prescribed by National Treasury and preferential procurement policy framework act;
- Prepare management information, reports, statistics and reporting on procurement to management;
- Manage invitation and evaluation of quotations as and when required;
- Attend to Supply Chain Management audit queries. Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff.

#### **SKILLS AND COMPETENCIES:**

- Ability to meet deadlines
- The ability to work under pressure, and preparedness to work overtime when required as well work independently;
- Ability to work independently with minimal supervision;
- Must be client orientated with client service experience (internal and external clients);
- Excellent analytical, planning, project and organizational skills;
- Good interpersonal relations and ability to work well in a team environment;
- Effective communication skills (written and verbal);
- Understanding of client needs.

**ENQUIRIES:** Ms E Chambers ☎ (011) 838 2010

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 13<sup>th</sup> floor, E dura House, 41 Fox Street, Johannesburg.

**CLOSING DATE:** **19 FEBRUARY 2016**

**NOTE:** In the filling of the advertised posts, the objectives of the Constitution of South Africa, 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 South Africa, 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. The successful candidate/s will be subjected to Pre Vetting (Pre-Screening) Financial records will only be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All candidates selected for SMS posts must undergo competency assessment test after the interview.

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**

