



OFFICE OF THE CHIEF JUSTICE
REPUBLIC OF SOUTH AFRICA

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 : 2016/14/OCJ

POST : STATE ACCOUNTANT: PETTY CASH

CENTRE : NATIONAL OFFICE

SALARY : R 196 278 - R 231 210.00 per annum. The successful candidate will be required to sign a Performance Agreement.

REQUIREMENTS:

- A Bachelor Degree/Diploma or equivalent qualification in finance,
- 2 years' experience in a financial environment (accounting or Pay and Petty Cash reconciliation),
- Knowledge of Financial/Accounting, Quality Assurance, Extensive knowledge , Basic Accounting system (BAS), PERSAL, Departmental Financial Instructions (DFI), Treasury Regulation and PFMA,
- A valid Driver's license.

KEY RESPONSIBILITY AREAS:

- Responsible for checking and reporting to the Line Managers of all Petty cash administration,
- Ensure office discipline and providing on the job to Subordinates,
- Supervision of staff performing financial duties,
- Manage Administration of Petty Cash, replenishment and daily reconciliations of Cash on hand.
- Prepare monthly reconciliations on petty cash formulation, monitoring, and reporting,
- Ensure correct process and procedure are followed with regards to petty cash requests and follow up on outstanding receipts.
- Ensure adherence to all applicable prescripts, procedures and regulations

SKILLS AND COMPETENCIES:

- Ability to manage Accounting and Administration functions effectively,
- Basic Accounting Computer literacy (MS Office),
- Excellent communication skills (written and verbal),
- Ability to work with stakeholders in a professional and empathetic manner,
- Good interpersonal relations,
- Accuracy and attention to detail.

ENQUIRIES: Ms P Morapedi 📞 (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, 13th floor, Edura 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

