



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 : 2015/184/OCJ

POST : DEPUTY DIRECTOR: ASSET MANAGEMENT

CENTRE : NATIONAL OFFICE (JOHANNESBURG)

SALARY : R 569 538.00 – R 670 890.00 per annum (all-inclusive package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A recognized 3 years' Bachelor's degree/National Diploma/NQF level 6 in purchasing management/Public Administration/ Financial/Logistics Management (or equivalent qualification).
- Minimum of five (5) years working experience in Financial environment (Proven experience in asset management and of which least two (2) years should be at supervisory Junior/Middle (ASD) management level.
- Knowledge of Public Service Policy Frameworks, in-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Asset Management framework, notes, circulars, policy frameworks and related prescripts.
- In-depth knowledge of Supply Chain Management Systems, e.g., LOGIS.
- A valid driver's license and willingness to travel is required.

KEY RESPONSIBILITY AREAS:

- Assist with the compilation, implementation and reporting on the operational and risk plans related to supply chain management.
- Assist with the development and implementation of the Asset Management strategy in line with the business plan of the Department Supervise the implementation of the acquisition, maintenance and disposal of assets within the Department Plan.
- Attend to Asset Management audit queries.
- Maintain a complete and accurate Asset Registers for owned and leased assets.

- Facilitate and monitor physical asset verification to confirm existence of assets and completeness of the asset register.
- Conduct monthly reconciliation of the OCJ Asset Register, Annual Financial Statement (AFS) and general ledger and make inputs into the quarterly and yearly Departmental Financial Statements.
- Provide Asset management support services to the Department.
- Supervise the asset loss and disposal process as well as prepare recommendations for the disposal of redundant assets.
- Assist with the review, development and implementation of the Asset Management policies and procedure.
- 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.
- Excellent analytical , planning, project and organizational skills.
- Good interpersonal relations and must be client orientated.
- Effective communication skills (written and verbal).
- Proven computer literacy in MS Office (MS Word, MS Excel and MS Outlook).

ENQUIRIES: Ms Charmaine Gideon ☎ (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: **20 NOVEMBER 2015**

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 