



**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 : 2015/187/OCJ

POST : DEPUTY DIRECTOR: PAYROLL AND REPORTING

CENTRE : NATIONAL OFFICE (JOHANNESBURG)

SALARY : R 569 537.00 – R 670 890.00 per annum (all-inclusive package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A three year Bachelor Degree or National Diploma in Accounting, Public Finance, Management Accounting, Auditing.
- Five(5) years experience of which 3 years should be at supervisory level in a Financial field(Payroll and Reporting:Preparation of Financial Statement).
- Knowledge of Public Financial Management Act, Treasury Regulations, GRAP/GAAP
- Knowledge of transversal systems used government e.g BAS, PERSAL
- Experience in financial reporting, compiling financial statements
- Sound track record in Financial Accounting and Payroll management experience
- Computer literacy(Ms Word, Excel, Power point and Outlook), Communication skills, Problem solving and decision making skills.

KEY RESPONSIBILITY AREAS:

- Advice and assist the Director Financial Accounting on compiling financial Statements.
- Management of payroll functions, debtors and Tax Reconciliations
- Review general ledger reconciliations and any other reconciliations performed by the unit
- Compiling of monthly, quarterly and annual Financial Statement inclusive of related annual reports input, Mini audits on financial statements inputs
- Manage, develop and evaluate work performance of staff.
- Assist with liaison with external and internal auditors.

SKILLS AND COMPETENCIES:

- Good communications skills (written and verbal);
- Good interpersonal skills
- Organising skills.

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 