



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 : 2016/56/OCJ

POST : SUPPLY CHAIN CLERK: DEMAND MANAGEMENT

CENTRE : NATIONAL OFFICE

LEVEL : 5

SALARY : R 132 399.00 - R 155 961.00 per annum. The successful candidate will be required to sign a Performance Agreement.

REQUIREMENTS:

- Grade 12 certificate or equivalent;
- Knowledge of relevant Public Service Regulatory Framework such as PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), BBBEE;
- A valid driver's license will be an added advantage.

KEY RESPONSIBILITY AREAS:

- Assist in compilation of procurement plan;
- Collect, verify and consolidate Demand Management Plans and ensure that requests are aligned to the procurement plan;
- Compile advert and send it to the government tender bulletin and National Treasury;
- Assist with compiling of bid documents;
- Collect and registering of bid documents;
- Coordination of briefing sessions and closing of Bids;
- Capture all awarded contracts on a contract register and update bid register (tender register);
- Maintain a filing system for awarded contracts;
- Update and monitor the administration of validity of bids and contracts periods;

- Verifying of suppliers on National Treasury's register of tender defaulters and list of restricted suppliers;
- Verifying of suppliers on companies & Intellectual Property Commission (CPIC) database;
- Assist with Preparation of documents to the relevant Committees;
- 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.

SKILLS AND COMPETENCIES:

- Good interpersonal relations and must be client orientated;
- Problem solving;
- Effective communication skills (written and verbal);
- Computer literacy in MS Office (MS Word, MS Excel and MS Outlook);
- Ability to meet deadlines;
- The ability to work under pressure and preparedness to work overtime, when required as well work independently as well in a team.

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, 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

