



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:

POST : ADMINISTRATION CLERK: ASSET CONTROLLER (16 POSTS)

NOTE: SEPARATE APPLICATIONS TO BE COMPLETED FOR EACH POST (QUOTE RELEVANT REFERENCE NUMBER)

CENTRE : EASTERN CAPE (5 POSTS)
SERVICE CENTRE (1)-2016/28A/OCJ,
BISHO (1) - 2016/28B/OCJ,
MTHATHA (1)- 2016/28C/OCJ,
GRAHAMSTOWN (1)- 2016/28D/OCJ
PORT ELIZABETH: (1)-2016/28E/OCJ.

WESTERN CAPE (1) – 2016/29/OCJ

NORTH WEST (1) -2016/30/OCJ

FREE STATE (2 POSTS)
SUPREME COURT OF APPEAL (1) -2016/31A/OCJ
HIGH-COURT BLOEMFONTEIN (1) - 2016/31B/OCJ)

LIMPOPO (2) – 2016/32/OCJ

KWAZULU NATAL (2) – 2016/33/OCJ

NORTHERN CAPE (1) – 2016/34/OCJ

GAUTENG (2 POSTS)
GAUTENG LOCAL DIVISION: JOHANNESBURG(1) 2016/35A/OCJ
GAUTENG LOCAL DIVISION PRETORIA (1) 2016/35B/OCJ.

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 or equivalent qualification;
- Relevant experience in Provisioning Administration / Supply Chain Management.
- Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPFA, Supply Chain Management guidelines and other related prescript.
- Knowledge of the Public Sector procurement process, rules and regulations.
- A valid driver's licence will be an added advantage.

KEY RESPONSIBILITY AREAS:

- Keep and update of all records on the asset register;
- Bar-code all newly acquired assets;
- Conduct quarterly assets and ensure that assets condition in the register matches the condition of its existence;
- Identify assets for disposal and facilitate the transfer thereof;
- Assist with reconciliation of the JYP assets register and BAS;
- Update records of leases on assets and maintain copies for audit purposes;
- Follow up on losses reported to Legal Liability and update assets register according to assets status;
- Facilitate the movements of assets;
- Update of inventory list and asset register;
- Compile daily, weekly and monthly statistics;
- Handle external and internal enquiries;
- Assist with general office duties.

SKILLS AND COMPETENCIES:

- Accuracy and attention to detail;
- Computer literacy(MS Office);
- Good communication skills (written and verbal);
- Good administration and organizational skills;
- Good Interpersonal and public relations skills;
- Ability to work under pressure, independently and self-motivated.

APPLICATIONS: Quoting the relevant reference number, direct your application to the following addresses:

EASTERN CAPE: The OCJ Provincial Head, Private Bag X 9065, EAST LONDON 5200
OR hand delivered to: Office of the Chief Justice Service Centre, No 3 Phillip Frame Road, Cheslehurst, EAST LONDON. Enquiries: Ms N Biko (043) 702 7000

GAUTENG: The OCJ Provincial Head, Private Bag X07,
JOHANNESBURG, 2000 OR can be hand delivered to: High Court of South Africa, Gauteng Local Division, 12th floor, Cnr Prichard and

Kruis Street, JOHANNESBURG. Enquiries: Netshitomboni Lutendo (011) 332 9000.

NORTH WEST: The OCJ Provincial Head, Private Bag X2033, MMABATHO, 2735 OR can be hand delivered to: Office of the Chief Service Centre, 22 Molopo Road, Ayobo Gardens, MAFIKENG. Enquiries: Ms M Monkge (018) 397 7000.

FREE STATE (SCA): The Director, Supreme Court of Appeal, PO Box 258, BLOEMFONTEIN, 9300 OR hand deliver to: The Supreme Court of Appeal, Corner President Brand and Elizabeth Streets, BLOEMFONTEIN. **ENQUIRIES:** Ms CA Martin (051) 412 7423.

FREE STATE (BLOEMFONTEIN HIGH COURT): The: OCJ Provincial Head, Private Bag X20612, BLOEMFONTEIN, 9300 OR can be hand delivered to: Office of the Chief Justice Service Centre, Cnr President Brand and Fontein Street, BLOEMFONTEIN, 9300. Enquiries: Ms MA Luthuli (051) 406 8115.

LIMPOPO: The OCJ Provincial Head, Private Bag X9693, **POLOKWANE** 0700 OR can be hand delivered to: Office of the Chief Justice, No 36 Biccard Street, POLOKWANE 0700. Enquiries: Ms N Phadziri (015) 230 4000/3008.

KWAZULU-NATAL: The OCJ Provincial Head, Private Bag X54372, DURBAN, 4000 OR Can be hand delivered Office of the Chief Justice, Provincial Office, 3rd floor Devonshire House, 2 Devonshire Place, DURBAN 4000. Enquiries: Ms L Marrie (031) 372 3109.

NORTHERN CAPE: The OCJ Provincial Head, Private Bag X 5043, KIMBERLY, 8300 OR can be hand delivered to: High Court, Sol Plaatje Drive, Room B107 KIMBERLY. Enquiries: Ms S Ruthven (053) 807 2700.

WESTERN CAPE: The OCJ Provincial Head, Private Bag X 9020, CAPE TOWN, 8000 OR can be hand delivered to: 35 Keerom street, CAPE TOWN. Enquiries: Ms M Baker (021) 469 4000.

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

