



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: 2016/102/FS

POST: ADMINISTRATIVE OFFICER

CENTRE: FREE STATE HIGH COURT: BLOEMFONTEIN

LEVEL 8

PACKAGE: R 243 747.00 –R 287 121.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate National Diploma /Bachelor's Degree in Public Administration or equivalent qualification on NQF level 6;
- Two (2) to three (3) years' experience in Administration;
- Knowledge of the Public Finance Management Act (PFMA);
- Knowledge of Human Resource Management;
- Understanding of the Department's Accounting System (BAS, JDAS, and JYP);
- Understanding of the Departmental Financial Instructions (DFI) and Departmental policies and procedures;
- Knowledge of Assets and Facility Management and Security Risk Management;
- A valid driver's licence;

KEY RESPONSIBILITY AREAS:

- Facilitate the correctness of financial document, i.e. invoices, payment document, petty cash and all finance registers by following Treasury Regulations;
- Ensuring compliance with Supply Chain Management regulations in terms of Treasury Regulations;
- Managing of transport of the court including the Judiciary's vehicle;
- Asset management and day to day maintenance of the court;
- Supervision of staff members;
- Willingness to work beyond official hours;

SKILLS AND COMPETENCIES:

- Ability to work independently and meet deadlines;

- Ability to attend to detail and ensure the correctness of information;
- Ability to work under pressure;
- Good communication skills (written and verbal);
- Computer literacy;
- Problem solving skills;
- Facilities administration.

ENQUIRIES: Ms MA Luthuli ☎ (051) 407 1800

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

The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X20578, BLOEMFONTEIN, 9300 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, 53 Colonial Building, Charlotte Maxeke Street, BLOEMFONTEIN, 9301.

CLOSING DATE: 24 MARCH 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.

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 