



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 NO : 2016/104/OCJ

POST : CHIEF ADMINISTRATION CLERK

CENTRE : SUPREME COURT OF APPEAL: BLOEMFONTEIN

LEVEL : 7

SALARY : R 196 278.00 - R 231 210.00 per annum. The successful candidate will be required to sign a Performance Agreement.

REQUIREMENTS:

- A Grade 12 or equivalent qualification;
- A National Diploma or Bachelor Degree in financial Management or equivalent qualification will be an added advantage;
- 3 years' experience in a financial environment
- Knowledge and experience of processing transaction on the Basic Accounting System (BAS) and Logis system;
- Knowledge and experience in the various asset management processes;
- Knowledge and experience in PFMA and Treasury Regulations, PERSAL, Departmental Financial Instructions (DFI);

KEY RESPONSIBILITY AREAS:

- Performing financial operational functions according to Departmental Financial Instructions (DFI) and in compliance with PFMA;
- Ensuring that all supply chain management transactions are performed in line with the relevant policies. Prescripts,, regulations and guidelines and ensuring that all documents is audit ready;
- Dealing with the processing of all invoices and related correspondence in line with the relevant

prescripts;

- Performing Secretariat functions for the Provincial Control Committee and for the Provincial Disposal Committee;
- Any other duties as required by the supervisor, Comply with Departmental Policies and Prescripts.

SKILLS AND COMPETENCIES:

- Sound financial administration skills;
- Ability to work under pressure;
- Ability to adhere to strict deadlines;
- Computer literacy;
- Numeracy;
- Organising and planning skills;
- Problem solving skills;
- Customer care;
- Good interpersonal relations;
- Language proficiency;
- Ability to communicate with suppliers and other stakeholders in a professional and prompt manner;
- Conflict management;
- Knowledge and experience of sound document management and filing.

ENQUIRIES: Ms C Martin ☎ (051) 412 7423

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director, The Supreme Court of Appeal, PO Box X258, **BLOEMFONTEIN**,
9300 OR hand deliver to: The Supreme Court of Appeal, Corner President
Brand and Elizabeth Streets, BLOEMFONTEIN.

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.

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

