



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 : 2016/101/OCJ

POST : ASSISTANT DIRECTOR: BUDGET AND REPORTING
(This is a re-advertisement, candidates who applied previously are encouraged to re-apply)

CENTRE : NATIONAL OFFICE

LEVEL : 9

SALARY : R 289 761.00 –R 350 025.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A National Diploma/ Bachelor's Degree in Commerce with Accounting or Auditing as major subjects or equivalent Qualification.
- Three years financial budget experience at supervisory level;
- Knowledge of Public Finance Management Act, and related financial management systems, norms and standards;
- Knowledge of financial and payroll management and Administration system;
- Excellent organizational ability and analytical acumen;
- A valid code 8 driver's licence.

KEY RESPONSIBILITY AREAS:

- Manage and ensure application of the prescribed financial procedures including PFMA, and Treasury Regulations;
- Prepare and compile the medium- term expenditure framework, the adjusted and estimates of national expenditure budget Capture the budget in financial system (BAS);
- Manage and monitor the departmental budget and implement the entire budget shifts as

authorized;

- Prepare management reports as required by PFMA;
- Supervise the sub-ordinates and manage the filing system of the directorate (Management Accounting unit);
- Perform other duties as directed;

SKILLS AND COMPETENCIES:

- Ability to to meet deadlines;
- A sense for attention to detail;
- Ability to work under pressure;
- Budget and reporting management;
- Problem solving and decision making;
- Developing people
- Team leadership;

ENQUIRIES: Mr S Jiyane 📞 (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: **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 