



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 : STATE ACCOUNTANT (13 POSTS)

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

CENTRE : **CONSTITUTIONAL COURT (2)- 2016/63/OCJ**
EASTERN CAPE (2)- 2016/64/OCJ
WESTERN CAPE (1) – 2016/65/OCJ
NORTH WEST (1) -2016/66/OCJ
FREE STATE (1) - 2016/67/OCJ
LIMPOPO (1) – 2016/68/OCJ
KWAZULU-NATAL (2) – 2016/69/OCJ
NORTHERN CAPE (1) – 2016/70/OCJ
GAUTENG (2): OCJ SERVICE CENTRE: JHB (1) -2016/71/OCJ, HIGH COURT OF SOUTH AFRICA GAUTENG DIVISION: PRETORIA (1) -2016/72/OCJ.

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 National Diploma/ Bachelor Degree in finance or equivalent qualification;
- 3 years' experience in a financial environment (accounting or Paye and Petty Cash reconciliation);
- Knowledge of Financial/Accounting, Quality Assurance, Supply Chain Management;
- Knowledge and experience in PFMA and Treasury Regulations, Basic Accounting system (BAS); PERSAL, Departmental Financial Instructions (DFI);
- A valid Driver's license.

KEY RESPONSIBILITY AREAS:

- Verification and authorizing of BAS payments;
- Ensure all processed documents are audit compliant;
- Capturing of original budget on BAS;
- Request and analyse expenditure reports;
- Identify erroneous allocations and correct per journal entry;
- Follow up outstanding creditor payments;
- Monitor of private telephone debts;
- Daily checking of cash on hand;
- Checking of receipts with cash on hand;
- Checking of bank deposit book before money is deposited;
- Monthly checking of petty cash replenishments;
- Monthly reconciliation of receipts and deposit;
- Request and monitor Office request for petty cash limits increase or decrease;
- Monitor and verify Office petty cash manual reconciliation;
- Implementation of PERSAL system transactions in respect of finance activities;
- Ensure safe-keeping of records;
- Supervision of staff performing financial duties;
- Manage payments of all S&T claims and advances;
- Ensure adherence to all applicable prescripts, procedures and regulations.
- Assist with budget formulation, monitoring, and reporting;

SKILLS AND COMPETENCIES:

- Ability to manage Accounting and Administration functions effectively;
- Computer literacy;
- Good communication skills (written and verbal);
- Ability to work with stakeholders in a profession and empathetic manner;
- Good interpersonal relations;
- Accuracy and attention to detail;
- Problem solving skills.

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

CONSTITUTIONAL COURT: 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. Enquiries: Mr T Rikhotso (011) 359 7400

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

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: 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.

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.

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

