



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 persons are required to establish the Office:

**POST : CONTRACT ADMINISTRATION CLERK: ASSET CONROLLER
(16 POSTS) (CONTRACT VALID UNTIL 31 MARCH 2018)**

PROVINCE	CENTRE	TOTAL OF POSTS	REF NUMBER
EASTERN CAPE	PORT ELIZABETH HIGH COURT	1	REF NO:2017/135/OCJ
EASTERN CAPE	GRAHAMSTOWN HIGH COURT	1	REF NO:2017/136/OCJ
EASTERN CAPE	MTHATHA HIGH COURT	1	REF NO:2017/137/OCJ
FREE STATE	BLOEMFONTEIN HIGH COURT	1	REF NO:2017/138/OCJ
GAUTENG	JOHANNESBURG HIGH COURT	2	REF NO:2017/139/OCJ
EASTERN CAPE	PRETORIA HIGH COURT	2	REF NO:2017/140/OCJ
NATIONAL OFFICE	CONSTITUTIONAL COURT	2	REF NO:2017/141/OCJ
KWAZULU-NATAL	DURBAN HIGH COURT	2	REF NO:2017/142/OCJ
KWAZULU-NATAL	PIETERMARITZBURG HIGH COURT	2	REF NO:2017/143/OCJ
WESTERN CAPE	CAPE TOWN HIGH COURT	2	REF NO:2017/144/OCJ

NOTE : **Separate applications to be completed for each post (quote the relevant reference number).**

SALARY : R 152 862.00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

LEVEL : 5

REQUIREMENT : Grade 12, The following will be an added advantage: experience in Asset 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. **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.

DUTIES

: Physical verification of all movable assets + Library Books; Identify assets to be disposed and prepare submission to the Provincial Disposal Committee; Facilitate the removal of disposed assets from the premises; Retire approved assets on the JYP asset register system; Maintain a file for disposed assets; Reconcile the asset register against the scanned data; Update all assets movement forms onto the JYP system; Update verification results onto the JYP system (description, custodian, location, condition and serial number); Identify assets not recorded on the register and facilitate uploading thereof; Identify, report and investigate unverified assets and advise Court Manager on corrective action to be taken; Liaise with Head Office to ensure that all verification results have been successfully updated onto JYP; Monthly confirmation of the lease register; and Physical verification of all leased equipment (photocopiers) and leased motor vehicles.

APPLICATIONS:

Quoting the relevant reference number, direct your application to:

EASTERN CAPE: The Provincial Head, Private Bag X1, Vincent, East London 5247
OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, No. 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent, East London. **ENQUIRIES:** Ms N Biko (043) 726 8580

FREE STATE: The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X20612, BLOEMFONTEIN, 8300. Applications can also be hand delivered to Office of the Chief Justice Service Centre, Free State High Court, Corner President Brand and Fontein Streets, BLOEMFONTEIN, 9301. **ENQUIRIES:** Mr B Moeketsi (051) 406 8191

GAUTENG: The Provincial Head, Office of the Chief Justice, Private Bag x 07, JOHANNESBURG, 2000. Applications can also be hand delivered to High Court of South Africa, Gauteng local Division, 12th Floor; Cnr. Prichard and Kruis Street: Johannesburg. **ENQUIRIES:** Ms T Mbalekwa (0 1 1) 335 0404.

CONSTITUTIONAL COURT: The Director, Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALL TOWN**, 2107. Application can also be hand

delivered to the Office of the Chief Justice, 188, 14th Road, Noordwyk, MIDRAND.
ENQUIRIES: Ms L Mothemane (010) 493 2533

KWAZULU-NATAL: The Provincial Head, Office of the Chief Justice, Private Bag X54372, **DURBAN**, 4000. For the attention of: Mrs L Marrie. Application can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 3rd floor, 2 Devonshire place, off Anton Lembede Street (Durban) 4000. **ENQUIRIES:** Ms L Marrie (031) 372 3167

WESTERN CAPE: The Provincial Head, Office of the Chief Justice Service Centre, Private Bag X9020, **CAPE TOWN**, 8000. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town. **Enquiries:** Ms L Adams (021) 469 4000.

CLOSING DATE: **27 OCTOBER 2017**

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 shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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

