



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 3 September 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 is required to capacitate the Office:

REFERENCE: 2015/117/OCJ

POST: ASSISTANT DIRECTOR: SALARY ADMINISTRATION

CENTRE: HEAD OFFICE: JOHANNESBURG

SALARY: R 288 135 – R 348 063 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Appropriate 3 year degree or diploma in Accounting/Finance/Financial Management or at least 3 years' experience in Financial/Salaries Management
- Good knowledge of and experience in PERSAL and Government financial system.
- (PERSAL Administration courses certificate must be attached)
- Good knowledge of Public Service Regulations, risk management and the Public Finance Management Act.
- Good communication (verbal and written), report writing, interpersonal and problem solving skills.
- Computer literacy (MS Excel, Word and PowerPoint).

DUTIES:

- The incumbent will be responsible to manage the activities of personnel remuneration and subsistence and travel functions in the Department by providing inputs in the development/review of policies procedures and frameworks.
- Verify and check correspondence documents and submissions (salaries).
- Compile correspondence documents and submission (salaries and S&T).
- Ensure timely clearance of suspense account reports and Interface rejection reports.
- Respond to enquiries.
- Payroll certificates Management.
- Ensure the administration of clearance of exceptions., tax reconciliations, PERSAL Controllers functions , inventory control and risk management.
- Ensure timely submission of accruals, 30 days and monthly statistical reporting.
- Manage subsistence and travel functions. Ensure staff supervision by allocating and ensuring quality of work.
- Ensure capacity and development of staff.
- Ensure proper utilization of equipment.
- Assess staff performance and apply discipline.

ENQUIRIES : Ms Paula Morapedi ☎ (011) 838 2010

APPLICATIONS : Quoting the relevant reference number, direct your application to: Integrated Human Resource Management, Office of the Chief Justice, Private Bagx10, Marshalltown 2000, Applications can also be hand delivered to the Office of Human Resource Management, 13th floor, Edura House 41 Fox Street, Johannesburg

CLOSING DATE: **24 JULY 2015**

We welcome applications from persons with disAbilities 

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

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.

People with disability are encouraged to apply.

HEAD: INTERGRATED HUMAN RESOURCES