



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 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 are required to capacitate the Office:

REFERENCE: 2015/115/LP/OCJ

POST: ASSISTANT DIRECTOR: FINANCE

CENTRE: LIMPOPO SERVICE CENTRE: POLOKWANE

SALARY: R 288 135 – R 348 063.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Bachelor's or National Diploma in Financial or Commercial field
- Three to Five (3-5) years working experience in Financial Administration
- Two years' experience at a supervisory level in financial and related fields
- Valid driver's license
- Good knowledge of BAS and Supply Chain Management (SCM), incl. Asset Management and;
- Operational knowledge and practical experience of JYP and JDAS would be an added Advantage

SKILLS AND COMPETENCIES:

- Sound financial management
- Computer literacy (MS Office- with focus on Excel)
- Good communication skills (written and verbal).
- General office- and project management
- Exceptional report writing
- Good people skills/ interpersonal relations
- Ability to work long hours under pressure and be self-motivated and;
- Attention to detail.

DUTIES AND RESPONSIBILITIES:

- Confirm availability of funds before goods and services are procured;

- Distribution of sundry and creditor payments advices to clerks;
- Ensure correct SCOA allocations are used on payment packs;
- Verification and authorization of BAS payment;
- Checking monthly document control reports;
- Monitor regional outstanding credits lists;
- Ensure all processed documents are audit compliant;
- Assist with costing of operational budget requirements needs of Region within actual expenditure trend;
- Assist and balancing of final budget allocation on BAS;
- Request budget/expenditure input to quarterly reviews;
- Request budgetary needs of offices (Annual budget and MTEF);
- Identify erroneous allocations and authorize journal entries;
- Alert CM to over and under expenditure trends;
- Monthly checking of Regional Office control reports;
- Follow up of regional bank exceptions;
- Tracing of incorrect data captured by sub offices;
- Follow up outstanding creditor payments directly with suppliers or sub-offices;
- Monitoring of private telephone debt;
- Complete accurate and updated report as per prescribed time frames;
- Provide training to finance functionaries in the Region;
- Request and monitor updates of Annexure for Annual Financial Statements;
- Checking of receipts with cash on hand;
- Confirmation of deposit on BAS;
- Banking and Cash Management; audit facilitator etc.

ENQUIRIES : **Mr. M.J Molekoa at ☎ (015) 287 2000**

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Acting Provincial Head, Private Bag X9526, POLOKWANE, 0700 OR PHYSICAL ADDRESS: Office of the Chief Justice Service Centre, No. 93 Bok Street, POLOKWANE 0699

CLOSING DATE: **24 JULY 2015**

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 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. 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.

We welcome applications from persons with disAbilities 

CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT