



**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 : 2016/179/OCJ

POST : SENIOR ADMINISTRATIVE OFFICER

CENTRE : NATIONAL OFFICE: RISK MANAGEMENT

LEVEL : 8

SALARY : R 262 272.00 –R 308 943.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate National /Bachelor's Degree in Risk Management/ Internal Audit/ Compliance/ Accounting & Auditing or equivalent qualification on NQF level 6;
- Three (3) years' experience in Risk Management or Internal Auditing or Compliance;
- Knowledge of the Public Finance Management Act (PFMA), Public Sector risk Management Framework and Treasury Regulations;
- Knowledge of Risk Management processes
- Knowledge of BarnOwl system or CURA system will be an added advantage;
- A valid driver's licence.

KEY RESPONSIBILITY AREAS:

- Perform administrative functions for Risk Management Directorate;
- Provide Administrative support during Risk Assessment;
- Assist in the maintenance of risk registers on the system;
- Manage all administrative requirements, reporting, records management, resources and correspondence for the unit.

SKILLS AND COMPETENCIES:

- Good communications skills (verbal and written);
- Computer literacy (MS Word, Power Point and Excel);
- Ability to attend to detail and ensure the correctness of information;
- Ability to work under pressure;
- Ability to work independently and meet deadlines.

ENQUIRIES: Ms B Motene
☎ (010) 493 2629

APPLICATIONS: 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, 188, 14th Road, Noordwyk, MIDRAND.

CLOSING DATE: 29 July 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 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

