



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 : 2016/185/OCJ

POST : INTERNAL AUDITOR (3 POSTS)

CENTRE : NATIONAL OFFICE

LEVEL : 7

SALARY : R 211 194.00 –R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate three (3) year Degree or National Diploma with majors in Forensic, Law or Police Administration with 2 years minimum relevant experience in Police / Investigations/ Forensics / Security/Auditing/Internal Auditing/ Accounting/ Commerce of which 1 year experience must be in Internal Auditing (Includes. Internship/ Learnership.
- Certification in Forensic Investigation / Crime Investigation / Anti-Corruption and Fraud
- Knowledge of Public Finance Management Act and relevant applicable legislation;
- In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA);
- The successful candidate will be required to complete a security clearance.

KEY RESPONSIBILITY AREAS:

- Provide inputs in conducting risk assessments;
- Assist in planning and conduct audits assignments;
- Prepare audit programmes together with the Audit Manager/Supervisor;
- Gather adequate, competent and useful audit evidence;
- Prepare draft reports to be reviewed by management;
- Assist in the administration of the Internal Audit activities.
- Perform other tasks as requested by management.

SKILLS AND COMPETENCIES:

- Communication (written and verbal) skills;
- Sampling and Analytical skills;
- Financial Management;
- Computer literacy;
- Planning and organizing;
- Programme and project management;
- Interpersonal relations;
- Ability to work in a team;
- Client orientated and customer focus;
- Research and report writing skills;
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ENQUIRIES: Mr RE Mabunda
 (011) 493 2500

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

