



**OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA**

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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** : 2016/190/OCJ

**POST** : ACCOUNTING CLERK: PAYROLL

**CENTRE** : NATIONAL OFFICE

**LEVEL** : 5

**SALARY** : R 142 461.00 –R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade 12 or equivalent qualification;
- Relevant experience on BAS;
- Understanding of Government Prescripts.

**KEY RESPONSIBILITY AREAS:**

- Receive and compile payments at Payroll Section;
- Capture payments and journals on BAS and S&T claims on PERSAL for the Department;
- Maintain S&T and BAS payment records and update files, spreadsheet;
- Distribute payslips, follow up Pay sheet Certificate and update Pay sheet spreadsheet;
- Reconcile paid S&T against spreadsheet for received S&T and disbursements, post and file stubs and batch vouchers on a monthly basis.

**SKILLS AND COMPETENCIES:**

- Numeracy and literacy skills;
- Good Interpersonal relations;
- Computer literacy (MS Word, Excel, PowerPoint etc);

- Good communication skills (written and verbal);
- Ability to work under pressure and handled conflict situations.

**ENQUIRIES:** Ms P Morapedi ☎ (010) 493 2589

**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, 14<sup>th</sup> 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**

