



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** : 2016/83/OCJ

**POST** : ASSISTANT DIRECTOR: FINANCE  
(This is a re-advertisement, candidates who applied previously are encouraged to re-apply)

**CENTRE** : THE SUPREME COURT OF APPEAL: BLOEMFONTEIN

**LEVEL** : 9

**SALARY** : R 289 761.00 –R 350 025.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- A Bachelor's Degree in Financial Management/Internal Auditing/Accounting or a Commercial field or an equivalent qualification.
- A minimum of 3-5 Years' experience in expenditure and budget management, supply chain management, asset and stock management and involvement in the various internal and external audit processes.
- Knowledge and experience in financial systems, prescripts and legislation, procedures and processes.
- A valid code 8 driver's licence.

**KEY RESPONSIBILITY AREAS:**

- Ensure sound financial administration and compliance of all financial transactions.
- Compile and analyse the budget expenditure patterns on a monthly basis and report to the Director of the court accordingly.
- Manage all supply chain management transactions, facilitate all asset management processes in the office and ensure that any thefts and losses are dealt with and reported as prescribed.

- Ensure that all transactions are audit ready and exercise effective control over all risk management matters in the office. Provide effective people management.

**SKILLS AND COMPETENCIES:**

- Sound Interpersonal relations;
- Organizing, Problem solving;
- Customer Care;
- Computer literacy;
- Numeracy;
- Ability to work under pressure and adhere to deadlines given;
- Language proficiency;
- Good Communication Skills;
- Conflict management and Supervisory skills.

**ENQUIRIES:** Ms C Martin ☎ (051) 412 7423

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
The Director, The Supreme Court of Appeal, PO Box X258, **BLOEMFONTEIN**,  
9300 OR hand deliver to: The Supreme Court of Appeal, Corner President  
Brand and Elizabeth Streets, BLOEMFONTEIN.

**CLOSING DATE:** **4 MARCH 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 candidates selected for SMS posts must undergo competency assessment test after the interview.

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**

