



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:

POST : ACCOUNTING CLERK (14 POSTS)

NOTE : SEPARATE APPLICATIONS TO BE COMPLETED FOR EACH POST (QUOTE THE RELEVANT REFERENCE NUMBER)

**CENTRE : CONSTITUTIONAL COURT (2)- 2016/73/OCJ
EASTERN CAPE (2)- 2016/74/OCJ
GAUTENG (2) -2016/75/OCJ
NORTH WEST (1) -2016/76/OCJ
FREE STATE (2) - 2016/77/OCJ
LIMPOPO (1) – 2016/78/OCJ
KWAZULU NATAL (2) – 2016/79/OCJ
NORTHERN CAPE (1) – 2016/80/OCJ
WESTERN CAPE (1) – 2016/81/OCJ**

LEVEL : 5

SALARY : R 132 399.00 - R 155 961.00 per annum. The successful candidate will be required to sign a Performance Agreement.

REQUIREMENTS:

- Grade 12 with Mathematics and or Accounting as a subject;
- At least one (1) year relevant experience;
- Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics;
- Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual)
- Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.) will be an added advantage.

KEY RESPONSIBILITY AREAS:

- Render Financial Accounting transactions (Receive invoices, Check invoices for correctness, verification and approval (internal control), Process invoices (e.g. capture payments), Filing of all documents, Collection of cash.
- Perform Salary Administration support services (Receive salary advices, Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc), File all documents.
- Perform Bookkeeping support services (Capture all financial transactions, Clear suspense accounts, Record debtors and creditors, Process electronic banking transactions, Compile journals).

SKILLS AND COMPETENCIES:

- Interpersonal relations;
- Numeracy;
- Computer literacy;
- Good communication skills (written and verbal);
- Planning and organization;
- Ability to perform routine tasks;
- Accuracy and attention to details.

APPLICATIONS: Quoting the relevant reference number, direct your application to the following addresses:

CONSTITUTIONAL COURT: 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, Human Resource Management, 13th floor, Edura House, 41 Fox Street, Johannesburg. Enquiries: Mr T Rikhotso (011) 359 7400

EASTERN CAPE: The OCJ Provincial Head, Private Bag X 9065, EAST LONDON 5200 OR hand delivered to: Office of the Chief Justice Service Centre, No 3 Phillip Frame Road, Cheslehurst, EAST LONDON. Enquiries: Ms N Biko (043) 702 7000

GAUTENG: The OCJ Provincial Head, Private Bag X07, JOHANNESBURG, 2000 OR can be hand delivered to: High Court of South Africa, Gauteng Local Division, 12th floor, Cnr Prichard and Kruis Street, JOHANNESBURG. Enquiries: Netshitomboni Lutendo (011) 332 9000.

NORTH WEST: The OCJ Provincial Head, Private Bag X2033, MMABATHO, 2735 OR can be hand delivered to: Office of the Chief Service Centre, 22 Molopo Road, Ayobo Gardens, MAFIKENG. Enquiries: Ms M Monkge (018) 397 7000.

FREE STATE: The: OCJ Provincial Head, Private Bag X20612, BLOEMFONTEIN, 9300 OR can be hand delivered to: Office of the Chief Justice Service Centre, Cnr President Brand and Fontein Street, BLOEMFONTEIN, 9300. Enquiries: Ms MA Luthuli (051) 406 8115.

LIMPOPO: The OCJ Provincial Head, Private Bag X9693, **POLOKWANE**, 0700 OR can be hand delivered to: Office of the Chief Justice, No 36 Biccard Street, POLOKWANE, 0700. Enquiries: Ms N Phadziri ☎ (015) 230 4000/3008

KWAZULU-NATAL: The OCJ Provincial Head, Private Bag X54372, DURBAN, 4000 OR Can be hand delivered Office of the Chief Justice, Provincial Office, 3rd floor Devonshire House, 2 Devonshire Place, DURBAN 4000. Enquiries: Ms L Marrie (031) 372 3109.

NORTHERN CAPE: The OCJ Provincial Head, Private Bag X 5043, KIMBERLY, 8300 OR can be hand delivered to: High Court, Sol Plaatje Drive, Room B107 KIMBERLY. Enquiries: Ms S Ruthven (053) 807 2700.

WESTERN CAPE: The OCJ Provincial Head, Private Bag X 9020, CAPE TOWN, 8000 OR can be hand delivered to: 35 Keerom street, CAPE TOWN. Enquiries: Ms M Baker (021) 469 4000.

CLOSING DATE: 19 FEBRUARY 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

