



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 : 2015/82/OCJ

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

CENTRE : KWAZULU-NATAL SERVICE CENTRE: DURBAN

LEVEL : 11

SALARY : R 569 538 –R 670 890 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Bachelor's Degree in Finance/ B Com Degree or an equivalent qualification in Public Finance and/ Auditing.
- Five (5) years' experience of which three (3) years should be on junior/ middle management level and Financial Management and Accounting.
- Knowledge of GRAP/GAAP.
- Sound track record in Financial Accounting in the Public Service or entities.
- Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations;
- Knowledge of financial and operational prescripts that governs the department and public sector.
- Knowledge of transversal systems used in the department e.g BAS, PERSAL, and JYP.
- Knowledge of budgeting of Vote Account.
- Must have budgeting knowledge and skills.
- Must have payroll and basic conditions of service knowledge.
- A valid driver's licence.

KEY RESPONSIBILITY AREAS:

- Advise and assist the Director Court Operations in the exercise of powers, functions assigned and delegations.

- Ensure the effective implementation of the Public Finance Management Act (PFMA) and Treasury Regulations.
- Ensure compliance with the best practice accounting norms and standards.
- Manage, monitor, implement financial systems and accounts control.
- Prepare financial statements;
- Facilitate internal and external audits.
- Manage bookkeeping and financial quality control services.
- Establish and maintain effective, efficient and transparent system and internal control.
- Determine the long term direction of court finance services and relate these to present and future strategic goals.
- Manage and direct the finance Directorate staff and budgets.

SKILLS AND COMPETENCIES:

- Communications skills (written and verbal);
- Problem solving and decision making skills.
- Ability to work under pressure and meet deadlines.
- Computer literacy (MS Word, Excel, Power Point and outlook).
- Computer literacy (MS Office- with focus on Excel);
- Numerical, analytical, reporting, financial Skills.
- Assertiveness, accuracy and attention to detail.

ENQUIRIES: Ms Lalitha Marrie 📞 (031) 372 3109

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The OCJ Provincial Head, Private Bag X54372, **DURBAN**, 4000 OR Can be hand delivered to Office of the Chief Justice Service Centre, 3rd floor Devonshire House, 2 Devonshire Place, DURBAN 4000.

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

