



**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 : 2015/204/OCJ

POST : ASSISTANT DIRECTOR: FINANCE AND OFFICE ADMINISTRATION

CENTRE : WESTERN CAPE HIGH COURT: CAPE TOWN

SALARY : R 289 761.00 - R 350 025.00 per annum. The successful candidate will be required to sign a Performance Agreement.

REQUIREMENTS:

- A three (3) year Bachelor's Degree in Administration/ National Diploman in Service Management (NQF Level 5) plus the module on Case Flow Management or relevant and equivalent tertiary qualification;
- At least three (3) years management or supervisory experience;
- A valid driver's licence;
- Knowledge and experience in office and/ or district administration;
- Knowledge and experience of financial management and PFMA;
- Knowledge and experience in the application of BAS and JYP;
- Experience in the Court environment will be an added advantage.

KEY RESPONSIBILITY AREAS:

- Responsible for the co- ordination, management and operations of the financial resources of the office in accordance Departmental Financial Instructions and compliance with the PFMA;
- Coordinate and manage the human resources of the office;
- Manage the strategic and business planning processes;
- Manage the facility, physical resources, information and communication relate to the court;
- Management of security;
- Implement Departmental Policies in the court;

- Compile and analyse court statistics to show performance and trends;
- Provide case tracking services to the Judiciary and Prosecuting Authority;
- Compile annual performance and statutory reports to relevant users;
- Develop and implement customer improvement strategies

SKILLS AND COMPETENCIES:

- Strong leadership and management capabilities;
- Strategic capabilities;
- Good communication skills (written and verbal);
- Good interpersonal relations;
- Planning and organizational skills;
- Work ethic and Motivation;
- Customer service/ Stakeholder relations management;
- Self and stress management;
- Leadership and Management.

ENQUIRIES: Ms M Beker ☎ 021-469 4012

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head: Office of the Chief Justice Service Centre, Private Bag X9020, **CAPE TOWN**, 8000. For the attention of Ms M Beker. Applications can also be hand delivered to the Office of the Chief Justice Service Centre, 35 Keerom Street, Cape Town, 8000.

CLOSING DATE: **4 DECEMBER 2015**

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.

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 