



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 : 2015/201/OCJ

POST : ASSISTANT DIRECTOR: ASSET MANAGEMENT

CENTRE : NATIONAL OFFICE

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

REQUIREMENTS:

- A recognized 3 years' Bachelor's degree/National Diploma/NQF level 6 in Accounting or Financial Management.
- Minimum of three (3) years working experience in the Public Sector Asset Management, preferably in the reconciliation of assets at Head Office level.
- 1 – 2 years supervisory experience at State Accountant, Admin Officer or Chief Accounting Clerk level.
- Knowledge of the GRAP standards, in-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and the Asset Management framework.
- In-depth knowledge of Public Sector Financial Management systems, e.g., BAS, LOGIS, Justice Yellow Pages, etc.
- A valid driver's license and willingness to travel is required.

KEY RESPONSIBILITY AREAS:

- Maintain a complete register for leased assets supported by appropriate lease agreements.
- Ensure contracts nearing expiry are extended or terminated timely.
- Monthly reconciliation of the asset registers (leased and owned assets), the procurement system and the general ledger (BAS) and take corrective action.
- Reconciliation of the asset verification results versus the asset register and take corrective action.

- Quarterly reconciliation of the asset register, procurement systems, general ledger (BAS) and the financial statements.
- Assist with the resolution of audit queries on assets.
- Assist with the review, development and implement the resolution of audit queries on assets.
- Assist with the review, development and implementation of the Asset Management policies and procedure.
- Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff.

SKILLS AND COMPETENCIES

- Ability to meet deadlines.
- The ability to work under pressure and preparedness to work overtime, when required as well work independently as well in work in a team
- Excellent analytical , planning, project and organizational skills.
- Good interpersonal relations and must be client orientated.
- Effective communication skills (written and verbal).
- Proven computer literacy in MS Office (MS Word, MS Excel and MS Outlook).

ENQUIRIES: Ms Charmaine Gideon 📞 (011) 838 2010

APPLICATIONS: Quoting the relevant reference number, direct your application to:
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, E dura House, 41 Fox Street, Johannesburg.

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.

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

