



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 : 2015/205/OCJ

POST : ASSISTANT DIRECTOR: SYSTEM CONTROLLER (BAS)

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:

- An appropriate three year Degree/Diploma or equivalent qualification.
- At least 3 years' experience in the financial system control environment.
- The following will serve as recommendations:
- Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations;
- Knowledge of BAS; Computer Literacy and willingness to work beyond normal hours;
- preference will be given to candidates with knowledge in the Basic Accounting System Control Functionalities;
- Knowledge of MS Word, expert knowledge of MS Excel and Project Management;
- Ability to work under pressure and independently is important;
- The successful candidate will possess excellent verbal and report writing skills;
- ability to communicate well at all levels;
- analytical skills;
- sound interpersonal skills;
- planning and organizing skills, supervisory.

KEY RESPONSIBILITY AREAS:

- Handling documents and information with strict confidentiality.
- Facilitate the capturing of entities on the system

- Facilitate the process of correcting budget and expenditure misallocations as well as the inconsistencies.
- Prepare system reports and assist in preparation of monthly, quarterly and annual financial statement of the department.
- Assist to maintain the code structure and security profiles
- Monitor proper integration of financial systems
- Assist all BAS users with system challenges and represent the Department in all BAS related meetings.
- Coordinate training for system users and responsible for filing.

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, Edura 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

