



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 3 September 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 : 2015/170/OCJ

POST : STATE ACCOUNTANT: FINANCIAL ACCOUNTING

CENTRE : NATIONAL OFFICE: JOHANNESBURG

SALARY : R 196 278 – R 231 210 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Degree or Diploma in Commercial and Economic or Financial Management from accredited institution or equivalent qualification.
- 1-2 years' experience in an accounting environment.
- Knowledge of Public Financial Management Act.
- Knowledge of Treasury Regulations

KEY RESPONSIBILITY AREAS:

- Receive travel agency invoices, control on spread sheet and distribute to various office.
- Receive payments
- Check BAS payments for correctness and capture on the system
- Retrieve register of payments on BAS system and reconcile with manual BAS register.
- Scanning of financial documents.
- Filing of documents.
- Compliance checking of financial documents on registers.
- Check compliance on Sundry and Logis payment parcels.

SKILLS AND COMPETENCIES:

- Good communications skills (written and verbal);
- Good interpersonal skills;

- Organising skills.

ENQUIRIES: Ms P Morapedi 📞 (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: **30 OCTOBER 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. Successful candidates may be required to undergo security clearance.

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 

CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT