



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** : 2015/123/OCJ

**POST** : PROVISIONING ADMIN OFFICER / TRANSPORT (LEVEL 7)

**CENTRE** : OFFICE OF THE CHIEF JUSTICE: NATIONAL OFFICE

**SALARY** : R 196 278 - R 231 210 per annum. The successful candidate will be required to sign a Performance Agreement.

#### **REQUIREMENTS**

- Grade 12 or equivalent qualification plus two (2) to five (5) years' experience in fleet Management environment.
- Sound knowledge of the relevant prescripts, application of legislative framework governing the public service (e.g. PFMA, Transport Management, Transport Circulars, Public Service Act.).
- G Fleet tracking and ELS training will be an advantage..
- Client orientated individual.

#### **KEY RESPONSIBILITIES**

- Ensure the registration and licencing of official motor vehicles.
- Ensure that asset register for vehicles of the OCJ and linked institutions is maintained.
- Reconcile the third party (G-Fleet and Stannic) reports and arrange payments.
- Ensure the control and maintenance of motor vehicles.
- Distribute traffic summons to the relevant offices for payment by the relevant officers.
- Prepare and check log returns.
- Make follow up on accidents to ensure that all documentation is submitted to Loss Control and that damaged vehicles are repaired
- Assist with development of transport manuals.

## **ATTRIBUTES**

- Ability to work independently and meet deadlines.
- Ability to attend to detail and ensure the correctness of information.
- Ability to work under pressure.

## **COMPETENCIES**

- Facilities administration.
- Good communication skills.
- Problem solving skill

**ENQUIRIES** : **MS K MOTHEI (011) 838 2010**

**APPLICATIONS** : Quoting the relevant reference number, direct your application to;

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The Director: Integrated Human Resource Management, Office of the Chief Justice, Private Bagx10, 000, Applications can also be hand delivered to the Office of Human Resource Management, 13th floor, Edura House 41 Fox Street, Johannesburg

**CLOSING DATE** : **4 September 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.

The successful candidate/s will be subjected to Personal Suitability checks (criminal record-, citizenship & financial / asset record checks (only applicable to posts relating to Finances) qualification and employment verifications. Successful candidates will also be subjected to security clearance processes to security clearance processes. 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

**CHIEF DIRECTOR CORPORATE SERVICES**

**We welcome applications from persons with disAbilities** 