



**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 : 2015/223/OCJ

POST : ASSISTANT DIRECTOR: PAYROLL AND VOTE ACCOUNT

CENTRE : GAUTENG PROVINCIAL SERVICE CENTRE: JOHANNESBURG

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 3 years Bachelor's Degree/ Diploma in Financial Management or equivalent qualification in Economics and Management Sciences;
- At least 4 years' management /supervisory experience ;
- At least 4 years' experience in an accounting environment with specific focus on salaries, payroll (PERSAL), Payments on Vote Account and Budget related issues;
- An understanding of the public sector financial administration and the provisions of the PFMA and Treasury Regulations;
- A good understanding of BAS/PERSAL and other computer systems;
- A valid driver's license.

KEY RESPONSIBILITY AREAS:

- Manage and supervise the salaries and payroll section;
- Manage and supervise the Vote account Section payments/Budgets;
- Maintain and keep salary records;
- Process subsistence and travel claims;
- Distribute and certify salary returns;
- Process salary deductions;
- Control Budget in accordance with monthly Budget Reports;

- Ensure payments within 30 days;
- Control all financial registers within Payroll and Vote Account;
- Provide training to Subordinates within the section;
- The drafting of audit responses, memorandums and handling of all related enquiries;
- Ensure capturing of Budget/Shiftings on BAS and JYP;
- Ensure correct projections on the Budget;
- Detect and deal with incorrect SCOA classifications;
- Reconciliation and clearance of suspense/control accounts;
- The monthly compilation of age analysis and progress reports related to salaries;
- Reconcile between BAS and Persal;
- Compilation and submission of claims to other departments and institution;
- Process retirement and resignation payments;
- Pay over of deductions to the relevant institutions;
- Handle Irregular Expenditure;
- Ensure reconciliations on PAYE;
- Control over face value documents;
- Control over expenditure on Petty Cash Accounts;
- Assist with Audit Action Plans relating to Vote and Payroll Accounts;
- Ensure Compliance at all superior and Specialized Courts.

SKILLS AND COMPETENCIES:

- People management skills;
- Research and analytical skills;
- Policy development and analysis skills;
- Project management skills;
- Financial management skills;
- Client orientation and customer focus skill;
- Presentation and facilitation skills;
- Communication (written and verbal) skills.

ENQUIRIES: Ms Lutendo Netshitomboni 📞 (011) 335 0392

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

