



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 : 2015/224/OCJ

POST : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

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 Degree/National Diploma in Commerce, Economics or Accounting ,Management ,Supply Chain Management, Auditing, Public Administration or Equivalent qualification;
- Five (5) years working experience in Supply Chain Management environment, with atleast four (4) years experience on Supervisory level;
- Knowledge and understanding of Procurement Policy Framework Act, BBBEE and PFMA will be an added advantage;
- Knowledge of Supply Chain Management Framework;
- A valid driver's licence.

KEY RESPONSIBILITY AREAS:

- Conduct variance, market and industry analysis to inform the demand management plan;
- Conduct research and liaise with users to determine current and future needs;
- Conduct supplier verification against Companies and Intellectual Properties Commission (CIPC) database, Persal, National Treasury list of defaulters and list of restricted entities;
- Facilitate and advice on the development of terms of reference and Specifications, prior to the sourcing of quotations;
- Assist end users with the development of procurement plans;
- Ensure proper administration of sourcing and evaluation of quotations;
- Provide advice to the ad-hoc specification and evaluation committee;

- Consolidate departmental procurement plans and facilitate procurement of goods / services as per the Procurement Plan;
- Submit monthly, quarterly and annual SCM related reporting and Regional procurement statistics;
- Signing of Regional purchase orders, prior to issuance to the suppliers and end users;
- Validation of suppliers onto the Supplier Database;
- Assist with PCC meetings;
- Ensure effective control over the safekeeping, utilization and maintenance of the Departmental assets;
- Provide advice and guidance on assets management;
- Update and maintain the asset and leased register and manage the lease agreements;
- Reconciliation of the departmental asset and leased registers against the details and values on the procurement system and financial management system, and liaise with relevant stakeholders on discrepancies;
- Develop and maintain the acquisition, maintenance and disposal plan for the asset department;
- Facilitate bar-coding, stocktaking and verification of departmental assets;
- Management of all leased asset term of contract and facilitate the disposal of assets;
- Determine a disposal strategy for redundant, obsolete and unserviceable items- Assist with Disposal Meetings.

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

