



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:

POST : ADMINISTRATION CLERK: ASSETS (3 POSTS)

REF : 2017/24/OCJ

CENTRE : NATIONAL OFFICE (MIDRAND)

LEVEL 5

SALARY : R 152 862.00 – R180 063.00per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- Relevant experience in Asset Management
- Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPFA, Supply Chain Management guidelines and other related prescript.
- Knowledge of the Public Sector procurement process, rules and regulations.
- A valid driver's licence will be an added advantage.

KEY RESPONSIBILITY AREAS:

- Keep and update of all records on the asset register;
- Bar-code all newly acquired assets;
- Conduct quarterly assets and ensure that assets condition in the register matches the condition of its existence;
- Identify assets for disposal and facilitate the transfer thereof;
- Assist with reconciliation of the JYP assets register and BAS;
- Update records of leases on assets and maintain copies for audit purposes;
- Follow up on losses reported to Legal Liability and update assets register according to assets status;
- Facilitate the movements of assets;
- Update of inventory list and asset register;
- Compile daily, weekly and monthly statistics;
- Handle external and internal enquiries;
- Assist with general office duties.

SKILLS AND COMPETENCIES:

- Accuracy and attention to detail;
- Computer literacy(MS Office);
- Good communication skills (written and verbal);
- Good administration and organizational skills;
- Good Interpersonal and public relations skills;
- Ability to work under pressure, independently and self-motivated.

CLOSING DATE: 5 JULY 2017

ENQUIRIES: Ms C Gideon (010) 493 2500

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director, Human Resources, Office of the Chief Justice, Private Bag X10,
MARSHALL TOWN, 2107. Application can also be hand delivered to the Office
of the Chief Justice, 188, 14th Road, Noordwyk, **MIDRAND**

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

