



**REPUBLIC OF SOUTH AFRICA
OFFICE OF THE CHIEF JUSTICE**

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 : 2016/149/OCJ

POST : PROVISIONING ADMINISTRATION CLERK (ASSETS CONTROLLER)

CENTRE : OCJ SERVICE CENTRE, GAUTENG

SALARY : R 142 461 – R 167 814 Per Annum. The Successful Candidate will be required to sign A Performance Agreement.

REQUIREMENTS:

- Grade 12 or equivalent recognition qualification;
- relevant experience in Assets Controller,
- Provisioning Administration and Supply Chain Management;
- Demonstrate sound understanding of the PFMA, BAS, Treasury Regulations, JYP, guidelines and other related prescripts;
- Knowledge of Public Sector procurement processes, rules and regulation.
- Valid drivers licence

KEY RESPONSIBILITY AREAS :

- Keep and update all records on assets register;
- Bar-coded all newly acquired assets;
- Conduct quarterly assets verification and ensure the 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;
- Update records of leases on assets and maintain copies for audit purpose.:
- Follow up on losses reported to legal liability and update assets register according to assets status:

SKILLS AND COMPETENCIES:

- Communication skills;
- listening skills;
- Interpersonal skills;
- Organizational skills;
- Computer Literacy; analytical thinking;
- Problem solving;
- Accuracy and attention to detail;

- Ability to work under pressure.

ENQUIRIES : Mr Humphry Sithole 📞 (011) 335 0210

APPLICATIONS : Quoting the relevant reference number, direct your application to:
Provincial Head,OCJ Service Centre,Gauteng, Private Bag X07,
Johannesburg, 2000 or Physical Address: High Court Of South Africa:
Gauteng Local Division: Johannesburg,12th floor , Cnr. Prichard and Kruis
Street: Johannesburg.

CLOSING DATE: 3 June 2016

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 