



**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 : 2015/191/OCJ**

**POST : DIRECTOR: ASSET MANAGEMENT**

**CENTRE : NATIONAL OFFICE**

**SALARY : R 864 177. 00 – R 1 017 972.00 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a Performance Agreement..**

**REQUIREMENTS:**

- A recognized 3 years' Bachelor's degree/advance diploma (NQF level 7) in purchasing management/Public Administration/ Financial/Logistics Management (or equivalent qualification).
- Minimum of eight (8) years working experience in Financial environment ( Proven experience in asset management) and of which 5 years of experience at a middle and/or senior managerial level
- Knowledge of Public Service Policy Frameworks, in-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Asset management framework, notes, circulars, policy frameworks and related prescripts.
- In-depth knowledge of Supply Chain Management Systems, e.g. LOGIS.
- A valid driver's license and willingness to travel is required.

**KEY RESPONSIBILITY AREAS:**

- Compilation, implementation and reporting on the operational and risk plans related to asset management.
- Develop and implement the Asset Management strategy in line with the business plan of the Department.
- Responding to Parliamentary questions within the required timeframes.
- Attending to Asset Management audit queries.
- Monitor and ensure a complete and accurate asset registers for owned and leased assets
- Monitor and ensure the facilitation of conducting of physical asset verification to confirm

existence of assets and completeness of the asset register.

- Ensure the preparation of monthly reconciliation of the register, Annual Financial Statement (AFS) and ledger, coordinate and compile quarterly and yearly Departmental Financial Statements Provide support services to the organization and the Courts.
- Monitor and ensure the asset loss and disposal process has been conducted and approved by the relevant Committees.
- Review, develop and implement the Asset Management strategy, policies and procedure.
- Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff.
- Monitor and compile the Directorates budget.

#### **SKILLS AND COMPETENCIES:**

- Ability to meet deadlines.
- The ability to work under pressure, in a team as well work independently.
- Excellent analytical , numeracy, planning, project and organizational skills.
- Problem solving skills.
- Good interpersonal relations and must be client orientated.
- Effective communication skills (written and verbal).
- Proven computer literacy in MS Office (MS Word, MS Excel and MS Outlook);

**ENQUIRIES:** Ms Charmaine Gideon ☎ (011) 838 2010

**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, 13<sup>th</sup> 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 shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

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** 