



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	: 2016/06/OCJ
POST	: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING
CENTRE	: NATIONAL OFFICE
SALARY	: R 289 761.00 – R 350 025 .00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A three year Bachelor Degree or National Diploma in Accounting, Public Finance, Management Accounting, Auditing
- Five (5) years' experience of which 3 years should be at supervisory level in a financial field (Payments of Suppliers and Revenue Management).
- Knowledge of Public Financial Management Act, Treasury Regulations, GRAP/GAAP
- Knowledge of transversal systems used government e.g BAS,PERSAL and JYP
- Experience in financial reporting, submitting information for financial statements and Payment and Suppliers
- Sound track record in Financial Accounting
- Computer literacy (MS Word, Excel, Power point and Outlook), Communication skills, Problem solving and decision making skills.

KEY PERFORMANCE AREAS:

- Ensure effective management of finance and revenue within the Head office, and Oversee collection of revenue within the Courts.
- Ensure the effective implementation of PFMA and Treasury Regulations in the Office and the Courts.
- Ensure Treasury Regulations are adhered to when processing of invoices and monthly reporting of invoices not paid within 30 days.
- Ensure clearing of suspense accounts, preparation of General Ledger Reconciliations, Bank

Reconciliations and submitting, monthly compliance and Revenue report to National Treasury monthly.

- Assist with financial reporting, Confirm availability of funds before goods and services are procured.
- Ensure the Provincial Centers and Courts submit monthly reports for invoices not processed within 30 days.
- Ensure correct SCOA allocations are used on payments
- Verification and authorization of payments on BAS
- Assist with liaison with external and internal auditors.
- Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements.

SKILLS AND COMPETENCIES:

- Good communications skills (written and verbal);
- Good interpersonal skills
- Organizing skills.

ENQUIRIES: The Director: Human Resources (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, 13th floor, Edura House, 41 Fox Street, Johannesburg.

CLOSING DATE: **5 FEBRUARY 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 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.

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 