



**REPUBLIC OF SOUTH AFRICA**

**OFFICE OF THE CHIEF JUSTICE**

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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 3 September 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 is required to capacitate the Office:

**REFERENCE:** 2016/124/OCJ

**POST:** DEPUTY DIRECTOR FINANCE

**CENTRE:** WESTERN CAPE

**PACKAGE:** R 612 822 – R 721 878 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**


- Bachelor's Degree in Finance / B Com Degree or an equivalent qualification in Public Finance and / or Auditing.
- Five (5) years' experience of which three (3) years should be on Management level and Financial Management and Accounting. Knowledge of GRAP/GAAP.
- Sound track record in Financial Accounting in the Public Service or entities.
- Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations.
- Knowledge of financial and operational prescripts that governs the department and public sector. Knowledge of transversal systems used in the department e.g. BAS, PERSAL and JYP.
- Knowledge of budgeting of Vote Account.
- Must have budgeting knowledge and skills.
- Must have payroll and basic conditions of service knowledge.
- A valid driver's license.

**SKILLS AND COMPETENCIES:**

- Communication skills (written and verbal).
- Problem solving and decision making.
- Ability to work under pressure and meet deadlines.
- Computer literacy (MS Word, Excel, Power Point and outlook).
- Numerical, analytical, reporting, financial skills.
- Assertiveness, accuracy and attention to detail

## KEY RESPONSIBILITY AREAS:

- Advice and assist the Director Court Operations in the exercise of powers, functions assigned and delegations.
- Ensure the effective implementation of the Public Finance Management Act (PFMA) and Treasury Regulations.
- Ensure compliance with the best practice accounting norms and standards.
- Manage, monitor and implement financial systems and accounts control.
- Prepare financial statements.
- Facilitate internal and external audits.
- Manage bookkeeping and financial quality control services.
- Establish and maintain effective, efficient and transparent system and internal control.
- Determine the long term direction of court finance services and relate these to present and future strategic goals.
- Manage and direct the finance Directorate staff and budgets.

**We welcome applications from persons with disAbilities** 

**ENQUIRIES:** Mr. JJ Manual ☎ (021) 469 4000

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:

**The Provincial: OCJ Service Centre: Western Cape**

**Attention: Ms. L Adams**

**35 Keerom Street, Cape Town, 8000 or Private Bag X9020, Cape Town, 8000**

**CLOSING DATE:** 3 June 2016

**NOTE:** In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR 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.

**CHIEF DIRECTOR: CORPORATE SERVICES: HR**