



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:

REF : 2017/14/OCJ

POST : CHIEF FINANCIAL OFFICER

CENTRE : NATIONAL OFFICE (MIDRAND)

LEVEL : SENIOR MANAGEMENT SERVICES (14)

SALARY : R 1 068 564.00 - R 1 277 610.00 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A relevant qualification in Finance and or Accounting (SAQA NQF 7).
- 5 years senior managerial experience in the field of finance or accounting.
- A relevant post graduate qualification will be an added advantage. An excellent knowledge of accounting principles.
- Must have in depth knowledge and understanding of the Public Finance Management Act, 1999 (PFMA), the Preferential Procurement Policy Framework Act, 2000 and the Public Sector Financial Frameworks and instruments as defined by National Treasury.
- A valid driver's license and willingness to travel is essential

SKILLS AND COMPETENCIES:

The successful candidate must be a self-driven individual in possession of the following skills and competencies:

- Strategic Capability and Leadership,
- Financial Management (including principles of GRAP, auditing practices and business planning),
- Programme and Project Management,
- Problem Solving and Analysis
- Excellent Negotiation, Communication, Analytical and Interpersonal skills.
- Ability to meet strict deadlines, work under pressure and pay attention to detail, and
- Frequent traveling and working extra hours is an essential requirement for the position.

KEY PERFORMANCE AREAS:

The successful candidate will report directly to the Secretary General and will oversee the performance of the Financial Accounting, Management Accounting, Supply Chain and Asset Management Units through the following key responsibilities:

- Advise the Accounting Officer on all financial matters within the OCJ;
- Oversee and lead the budgeting preparation and implementation processes in terms of the PFMA and Treasury Regulations;
- Implement financial and risk management processes in order to track expenditure and expenditure commitments against the departmental budget vote;
- Ensure that the department complies with the in-year monitoring and reporting requirements of the PFMA;
- Oversee the management of supply chain management to ensure compliance with all relevant prescripts;
- Oversee the management of assets through the maintenance of reliable and accurate asset registers;
- Developing and managing OCJ's system for revenue and debt recovery in line with legislative requirements and relevant standards;
- Provide financial reports to the Audit and Risk Committee and other relevant bodies;
- Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in line with the PFMA and Treasury Regulations in order to ensure compliance and promote sound financial management;
- Provide sound financial management advice to the Accounting Officer and senior line managers in terms of their financial management responsibility and delegated authority;
- Liaise with the Auditor- General and other bodies which set financial standards to ensure effective compliance with the relevant legislation;
- Undertake a risk assessment, implement and maintain an effective risk management strategy; and
- Manage all resources allocated to the Unit and administer the performance management and development system.
- Responsible for the matrix management of all financial functions in the OCJ

ENQUIRIES: Ms C Gideon ☎ (010) 493 2500/2528.

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**.

CLOSING DATE: **9 June 2017**

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.

We welcome applications from persons with disAbilities 