



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 : 2017/84/OCJ

POST : CONTRACT INTERNAL AUDITORS (2 POSTS)
(CONTRACT VALID UNTIL 31 MARCH 2018)

CENTRE : NATIONAL OFFICE: MIDRAND

LEVEL : 7

PACKAGE : R 226 611.00 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate three (3) year Degree or National Diploma with majors in Auditing/Internal Auditing/ Accounting/ Commerce.
- At least 1 year experience in Internal Auditing (Includes. Internship/ Learnership).
- Knowledge of Public Finance Management Act;
- In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA);

SKILLS AND COMPETENCIES:

- Interpersonal skills;
- Financial Management;
- Planning and Organizing skills;
- Computer literacy;
- Good communication skills (written and verbal);
- Planning and Organizing skills;
- Programme & project management;
- Ability to work in a team;
- Client orientation and customer focus;
- Research skills.

KEY PERFORMANCE AREA:

- Assistance in internal audit project planning;
- Assist in opening and maintenance of the audit file (manual and electronic);

- Performing audit tests under the guidance of Audit Supervisor i.e. asset management audit, performance information verification audits, etc. ;
- Assist in the office administration tasks within the Unit i.e. travel arrangements, filing.

ENQUIRIES: Mr R Mabunda (010) 493 2500

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director, Human Resources, Office of the Chief Justice, Private Bag X10,
MARSHALL TOWN, 200. Application can also be hand delivered to the Office of
the Chief Justice, 188, 14th Road, Noordwyk, MIDRAND.

CLOSING DATE: **15 SEPTEMBER 2017**

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 candidates selected for SMS posts must undergo competency assessment test after the interview.

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

