



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 : 2016/173/OCJ

POST : SUPPLY CHAIN CLERKS: ACQUISITION AND LOGISTICS (4 POSTS)

CENTRE : NATIONAL OFFICE

LEVEL : 5

SALARY : R 142 461.00 – R 167 814.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- Working experience in Supply Chain Management will be an added advantage;
- Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Ac, Treasury Regulations etc.
- In depth knowledge of procurement systems, e.g LOGIS;
- A valid driver's licence will be an added advantage.

SKILLS AND COMPETENCIES:

- Ability to meet deadlines;
- Ability to work under pressure;
- preparedness to work overtime, when required as well as work independently as well as in a team;
- Good interpersonal relation;
- Good communication skills (written and verbal);
- Computer literacy;
- Planning and organizing skills;
- Analytical skills.

KEY RESPONSIBILITY AREAS:

- Sourcing of quotation as per National Treasury guidelines;
- Receive and assess quotation to ensure that they comply with the minimum requirements;
- Assist end users with the compliant specifications;
- Capture requisition on the Supply Chain System;
- Prepare quotes and compile request for quotes. Ensure that all relevant forms are attached;
- Extend the validity periods of quotes in advance of expiry dates;
- Capturing of awarded contracts on National Treasury contracts registration (CRA).
- Capturing of contracts on the contracts register;
- Ensure that supplier performance evaluation is conducted;
- Ensure procedures comply with SCM policies;
- Ensure proper filing and safe keeping of documents;
- Ensure timeous processing of payments to suppliers;
- Receiving and issuing of stock items;
- Perform other duties as delegated by the supervisor.

ENQUIRIES: Ms L Sithole ☎ (010) 493 2026

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director: Human Resources, Office of the Chief Justice, Private Bag X10,
MARSHALLTOWN, 2107. Applications can also be hand delivered to Office of
the Chief Justice, 188, 14th Road, Noordwyk, **MIDRAND**, 1685.

CLOSING DATE: **15 JULY 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 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

