



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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 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** : 2016/169/OCJ

**POST** : SUPPLY CHAIN OFFICER: ACQUISITION AND LOGISTICS

**CENTRE** : NATIONAL OFFICE

**LEVEL** : 7

**SALARY** : R 211 194.00 – R 248 781.00 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- A Bachelor's degree/ 3 year National Diploma in Supply Chain Management or equivalent qualification on NQF level 6;
- Two (2) years' working experience in Supply Chain Management;
- Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act, Treasury Regulation 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 work independently and meet deadlines;
- The ability to work under pressure, work in a team and prepared to work overtime when required;
- Excellent analytical, planning and organizational skills;
- Good interpersonal relation;
- Effective communication skills (written and verbal).
- Computer literacy;
- Good communication skills (written and verbal);

## KEY RESPONSIBILITY AREAS:

- Ensure the implementation of supply chain management are policies and prescripts are received from National Treasury;
- Assist with administration of contracts;
- Ensure that purchase orders are allocated to correct budget votes;
- Ensure payments of suppliers are made within 30 days;
- Monitor the ordering and issuing of store items;
- Monitoring of procurement request from end users and ensure timeous turn around;
- Assit with the monitoring of commitments and accruals;
- Capturing of awarded contracts on National Treasury contracts registration application (CRA);
- Monitor the sourcing of quotation;
- 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, 14<sup>th</sup> 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** 