



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 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: 2015/86/SCA

POST: ASSISTANT DIRECTOR: FINANCE

CENTRE: SUPREME COURT OF APPEAL: BLOEMFONTEIN

SALARY: R 270 804 – R 327 126 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:


- A Bachelor's Degree in Financial Management/Internal Auditing/Accounting or a Commercial field or an equivalent qualification.
- A minimum of 3-5 Years' experience in expenditure and budget management, supply chain management, asset and stock management and involvement in the various internal and external audit processes.
- Knowledge and experience in financial systems, prescripts and legislation, procedures and processes.
- A valid code 8 driver's license.

SKILLS AND COMPETENCIES:

- Sound Interpersonal relations
- Organizing, Problem solving
- Customer Care
- Computer literacy
- Numeracy
- Ability to work under pressure and adhere to deadlines given
- Language proficiency
- Good Communication Skills
- Conflict management and Supervisory skills.

KEY RESPONSIBILITY AREAS:

- Ensure sound financial administration and compliance of all financial transactions.
- Compile and analyse the budget expenditure patterns on a monthly basis and report to the Director of the court accordingly.
- Manage all supply chain management transactions, facilitate all asset management processes in the office and ensure that any thefts and losses are dealt with and reported as prescribed.
- Ensure that all transactions are audit ready and exercise effective control over all risk management matters in the office.
- Provide effective people management.

We welcome applications from persons with disAbilities 

Enquiries: Ms CA Martin (051) - 412 7423

Applications: Quoting The Relevant Reference Number, Direct Your Application To:
The Director, Supreme Court Of Appeal, Private Bag X258, Bloemfontein, 9300
Or Hand Deliver To: The Supreme Court Of Appeal, Corner President Brand
And Elizabeth Street, Bloemfontein.

CLOSING DATE: 26 JUNE 2015

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.

People with disability are encouraged to apply.

HEAD: INTERGRATED HUMAN RESOURCES