



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 persons are required to establish the Office:

- REFERENCE NO** : 2018/09/OCJ
- POST** : **ASSISTANT DIRECTOR: FLEET SERVICES**
- SALARY** : R 334 545.00 – R 394 065.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : **NATIONAL OFFICE: MIDRAND**
- LEVEL** : **9**
- REQUIREMENTS** : Grade 12 and a three year National Diploma/ B Degree in Fleet Management, Transport Management or Logistics / Supply Chain Management. Three (3) years functional experience in managing government fleet and or transport services of which two (2) years should be at a supervisory level; A valid code EB or higher driver's licence. Proficient in Microsoft Office Suite. Knowledge of managing leased motor transport services will be an added advantage. **Skills and competencies:** Sound written and verbal communication skills; Knowledge and understanding of applicable Public Finance Management Act and Regulations; knowledge and understanding of Government fleet management policies and procedures; knowledge and understanding of Government SCM, Asset and Contract management policies and procedures; effective resource and financial management; computer literacy; conflict management and innovation; ability to function independently and advise management on best practise solutions for the department.
- DUTIES** : Manage, coordinate and implement an efficient and well maintained fleet service at all levels of the department; guide and coordinate the implementation of fleet management policies, procedures and legislation; effective asset management (acquisition, administration, utilisation care, maintenance and disposal) of all fleet assets, monitor and manage compliance to road traffic management legislation; institute corrective, investigative and disciplinary processes to prevent abuse; fraud and losses of vehicle and departmental assets; coordinate and manage service delivery standards by service providers; information management of vehicles assets relating to administration, payments, recoveries, losses, repair and maintenance.
- ENQUIRIES** : Mr N Naidoo (010) 493 2500
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director: Human Resource Management, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to: The Office of the Chief Justice No 188, 14th Road, Noordwyk, Midrand.
- CLOSING DATE** : **9 FEBRUARY 2018**
- 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 

