



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** : 2018/10/OCJ
- POST** : **ASSISTANT DIRECTOR: PROCUREMENT SYSTEM CONTROLLER**
- 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/ Bachelor's Degree in Commerce or IT; Three (3) years' experience in financial systems of which two (2) years should be at a supervisory level will be an added advantage; Knowledge of relevant legislation such as Public Finance Management Act (PFMA) and Treasury Regulations, a valid driver's licence. **Skills and competencies:** Effective and excellent people's skills; Problem solving and analysis; Communication skills; Project management, planning and organising; Attention to detail and service delivery; Manage and maintain good relations with all stakeholders.
- DUTIES** : Assist to manage the Justice Yellow Pages (JYP) system and form a link between the functional user, the IT component as well as the Financial System Controller (BAS), Vulindlela and CSD (Central Supplier Database). Have a clear understanding of the technical environment, functional areas, user support, and analysis and interpretation of reports. Ensure that system security measures are always in place. Assist to plan, implement, and assess the procurement system. Organise workflow, taking into account the segregation of duties and workload. Maintain data used in the administration of procurement systems and ensure proper filing. Address exceptions on weekly basis. Ensure that all prescripts, delegations and policies are adhered to. Attend to audit issues and assist with the required information. Attend user workshops/meetings and contribute to the development and continuous improvement of the systems. Identify training needs and coordinate training when necessary.
- ENQUIRIES** : Mr S Jiyane (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**

