



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:

- REF NUM** : 2018/56/OCJ
- CLOSING DATE** : 23 MARCH 2018
- POST** : STATE ACCOUNTANT, (2 POSTS)
- SALARY** : R 226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : NATIONAL OFFICE: MIDRAND
- REQUIREMENTS** : A Grade 12 and a relevant Bachelor's degree or National Diploma in Finance/ Accounting/ Financial Management/ or equivalent, NQF 6 as recognised by SAQA. Thorough understanding of the Public Finance 3-Thorough understanding of the Public Finance Management Act (PFMA) and the Treasury Regulations. Skills and Competencies: Advance level of computer literacy skills (MS Word and Excel) Extensive knowledge of Government budgeting; Accruals, Payables and creditors cycle; Analytical thinking, planning, organizational, diversity management, human relations and communication skills.; Knowledge of financial systems, e.g., BAS, Persal, Safety web etc.
- DUTIES** : Manage/maintain policy and ensure the clearance of bank reconciliation exceptions accounts, as well as the compilation of Bank reconciliations and Petty Cash reconciliation. Manage/maintain policy and ensure effective and efficient cash management of the Department (PMG account); Manage/maintain policy and ensure effective and efficient banking operations of the department and petty cash administration; Manage/maintain policy and ensure effective and efficient processing of Creditors and Sundry payments on BAS. Maintain payment of Creditors within 30 days, administer invoice tracking register and reconciliations of Creditors Accounts. Processing of Foreign payments and Journals. Follow up of invoices with Budget Managers. Manage and ensure adjustments of allocations of the department in relation to Expenditure / Revenue / Assets and Liabilities are performed timely and Monthly requisition of funds from Treasury; Manage performance /team discipline / leave of section, and frequent liaison with the stakeholders. Responsible to administer and apply internal control measures



NATIONAL OFFICE: Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 MARSHALLTOWN, 2107 or hand deliver to No 188, 14th Road Noordwyk, MIDRAND
ENQUIRIES: Ms L Mothemane (010) 493 2500.

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 