



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** : 2018/58/OCJ
- CLOSING DATE** : 23 MARCH 2018
- POST** : SUPPLY CHAIN CLERK: ACQUISITION AND LOGISTICS
- SALARY** : R 152 862.00 – R 180 063.00 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : NATIONAL OFFICE: MIDRAND
- REQUIREMENTS** : Grade 12 or equivalent qualification; Ability to operate office equipment's. 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, organizational skills; Good interpersonal relations; Effective communication skills (written and verbal); Computer literacy; Job Knowledge; Communication skills; Flexibility; Accuracy; Aptitude of figures; Basic numeracy skills; Ability to perform routine tasks;
- DUTIES** : Source quotations from the suppliers as per specifications, ensure that standard bidding documents are obtained & fully completed by the suppliers and attached to transactions before capturing requests; Capturing and processing of invoices/request on Procurement system and invoice/ordering tracking system; Attend to queries (internal and external) relating to invoices; supplier payments as well expediting of Government orders; Provide administrative procurement support to all stakeholder; In-depth knowledge of financial systems; sourcing of quotations as per National Treasury guidelines; Receive and assess quotations to ensure that they comply with the minimum requirements; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Prepare quotes and compile request for quotes; Ensure that all relevant forms are attached; capturing of awarded contracts on National Treasury contracts registration application (CRA); Ensure procedures comply with SCM policies; Ensure proper filing and safe keeping of documents; ensure timeous processing of payments to suppliers; Receiving and issuing of stock items and Perform other duties as delegated by the supervisor.

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

