



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:

- POST** : **CONTRACT ADMINISTRATION CLERK: ASSETS CONTROLLER (16 POSTS)**
(CONTRACT VALID UNTIL 31 MARCH 2019)
- SALARY** : R152 862.00 – R180 063.00 per annum + 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : MTHATHA HIGH COURT (1 POST), **REF NO: 2018/86/OCJ**
GRAHAMSTOWN HIGH COURT (1 POST), **REF NO: 2018/87/OCJ**
GAUTENG LOCAL DIVISION: JOHANNESBURG (2 POSTS), **REF NO: 2018/88/OCJ**
GAUTENG DIVISION: PRETORIA (4 POSTS), **REF NO: 2018/89/OCJ**
DURBAN HIGH COURT (2 POSTS), **REF NO: 2018/90/OCJ**
PIETERMARITZBURG HIGH COURT (2 POSTS), **REF NO: 2018/91/OCJ**
WESTERN CAPE HIGH COURT (2 POSTS), **REF NO: 2018/92/OCJ**
PORT ELIZABETH HIGH COURT (1 POST), **REF NO: 2018/93/OCJ**
FREE STATE HIGH COURT (1 POST), **REF NO: 2018/94/OCJ**
- LEVEL** : **5**
- REQUIREMENTS** : Grade 12, The following will be an added advantage: experience in Asset Management; Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPFA, Supply Chain Management guidelines and other related prescript; Knowledge of the Public Sector procurement process, rules and regulation; A valid driver's licence. **Skills and competencies:** Accuracy and attention to detail; Computer literacy (MS Office); Good communication skills (written and verbal); Good administration and organizational skills; Good Interpersonal and public relations skills; Ability to work under pressure, independently and self-motivated.
- DUTIES** : Physical verification of all movable assets + Library Books; Identify assets to be disposed and prepare submission to the Provincial Disposal Committee; Facilitate the removal of disposed assets from the premises; Retire approved assets on the JYP asset register system ; Maintain a file for disposed assets; Reconcile the asset register against the scanned data; Update verification result onto the JYP system (description, custodian, location, condition and serial number); Identify, asset not recorded on the register facilitate uploading thereof; Identify, report and investigate unverified assets and advise Court Manager on corrective action to be taken; liaise with Head Office to ensure that all verification result have been successfully updated onto JYP; Monthly confirmation of the lease register; and Physical verification of all leased equipment (photocopiers) and leased motor vehicles.



APPLICATIONS:

EASTERN CAPE: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London **ENQUIRIES: Mr S Mponzo (043) 726 5217.**

GAUTENG: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to, 12th floor, Cnr Pritchard and Kris Street, Johannesburg. **ENQUIRIES Ms T Mbalekwa (011) 335 0404.**

KWAZULU-NATAL: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, **DURBAN**, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street: **ENQUIRIES: Ms L Marrie (031) 372 3167**

WESTERN CAPE: The OCJ Provincial Head, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, CapeTown. **Enquiries: Ms M Baker (021) 469 4000**

FREE STATE: Quoting the relevant reference number, direct your application to The OCJ Provincial Head, Office of the Chief Justice, Private Bag x20612, BLOEMFONTEIN, 9300 or hand delivered applications to The Free State High Court, Corner President Brand and Fontein Streets, **ENQUIRIES: Ms M Luthuli (051) 406 8191**

CLOSING DATE : 6 APRIL 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. Successful candidates should note that in terms of regulation 13 (c) of the Public Service Regulations, 2016, an employee shall not conduct any business with any organ of state or be a director of a public or private company conducting business with an organ of state.

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 

