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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 person are required to capacitate the OCJ:

REFERENCE : 2018/164/OCJ

POST : DEPUTY DIRECTOR AUXILIARY SERVICES

CENTRE : CONSTITUTIONAL COURT: BRAAMFONTEIN

LEVEL : 11

SALARY : R 697 011.00 – R 821 052 .00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A National Diploma/ B Degree in Finance/Internal Auditing/Library Science/Public Management or equivalent qualification;
- A minimum of at least 5 years' practical experience in the field of financial management; facility management, supply chain management, human resource management, auditing processes, security and risk management and procurement and logistics;
- A sound understanding of Departmental financial prescripts, legislation, procedure and processes relating to the acquisition and management of assets and library materials, and of the Public Finance Management Act and Public Service Act & Regulations;
- Knowledge of the Departmental Strategy, Public Service Strategy and other relevant legislation, policies, prescripts and procedures will be an added advantage.

KEY PERFORMANCE AREAS:

- Control and manage all financial and supply chain management transactions relating to the acquisition of office furniture, equipment, library books and stock for the Constitutional Court;
- Monitor the selection of library material and provide assistance to the Finance Committee and Library Committee of the court in this regard;
- Facilitate the improvement and maintenance of the office and its facilities and library infrastructure;
- Be involved in all aspects relating to staff management and development and any other duties as determined by the Director of the Court;
- Develop operational plans; Working closely with the Director to ensure that all transactions performed are audit ready and exercise effective control of over risk management matters in the office;
- Manage Human Resources, Finance and Physical Resources by training of staff and users on the various finance and facility management aspects;
- Responsible for budgetary matters and determine the allocation of funds to the various line items of the Constitutional Court in conjunction with the Director and the Finance Committee of the court.

ENQUIRIES: Ms C Gideon (010) 493 2500.

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Director: Human Resources, Office of the Chief Justice, Private Bag X10, **MARSHALLTOWN**, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685.



CLOSING DATE: 27 JULY 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 completed and signed form Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), 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.

Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

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). 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. 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 

