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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 : 2018/254/OCJ**

**POST : CONTRACT ASSET CLERK  
(CONTRACT VALID UNTILL 31 MARCH 2019)**

**CENTRE : PROVINCIAL CENTRE WESTERN CAPE**

**LEVEL : 5**

**SALARY : R 163 563.00 – R 192 666 .00 per annum plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.**

**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;

**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

**KEY PERFORMANCE AREAS:**

- 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 advice 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.

**ENQUIRIES: Ms M Baker (021) 469 4000**

**APPLICATIONS:** Quoting the relevant reference number, direct your application to: 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, Cape Town.

**CLOSING DATE:** **10 AUGUST 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** 

