



OFFICE OF THE CHIEF JUSTICE  
REPUBLIC OF SOUTH AFRICA

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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 persons are required to establish the Office:

- REF NUM** : 2018/159/OCJ
- POST** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT: (ACQUISITION AND LOGISTIC)**
- CENTRE** : **NATIONAL OFFICE (MIDRAND)**
- SALARY** : R 697 011.00 – R 821 052.00 per annum (all-inclusive package). The successful candidate will be required to sign a performance agreement.
- REQUIREMENTS** : Grade 12 and a recognized National Diploma/Degree in Supply Chain Management/Financial Management/Cost Accounting Management/Purchasing Management/ Public Management or equivalent; Minimum of 5 (five) years working experience in a Financial environment (Supply Chain Management) of which least three (3) years must be at supervisory level (ASD) management level; A valid driver's license; Knowledge of Public Service Policy Frameworks, in-depth knowledge of the Public Finance Management Act (PFMA), BBB-EE regulations, Treasury Regulations, Supply Chain Management Regulations, notes, circulars, policy frameworks and related prescripts; In-depth knowledge of Supply Chain Management Systems, e.g. LOGIS. **Skills and Competencies:** Ability to meet deadlines; Ability to interact at strategic level and implement turn-around strategies; Service delivery orientated; Must be prepared to work under pressure and preparedness to work overtime, when required as well work independently ; Must be able to analyse and interpret financial information ( numerical and analytical); Excellent planning, project and organizational skills; Excellent leadership skills; Excellent Written and Verbal Communication Skills; Good interpersonal relations; Must be able to handle customers , interpersonal relations as well as excellent conflict management skills; Must have the ability to interpret and present policies and other prescripts; Experience in computer literacy in MS Office (MS Word, MS Excel , PowerPoint and MS Outlook);
- DUTIES** : Responsible for the supply chain management processes of the organization (acquisition to Logistic management) by mean of monitoring and reporting; Monitor and managing contracts; Monitor and ensure timeous processing of payments to suppliers; Monitor vendor performance as well rotation of suppliers; Effective management of accruals (claims), commitments (outstanding orders), inventory, issues from the warehouse and transit; Preparation of disclosure notes to the Financial Statements that include the following Accruals of orders issued financial commitments of contracts and orders; Compilation, implementation and reporting on the operational and risk plans related to supply chain management; Continuously evaluate cost-efficient of the Supply Chain Management control process and initiate improvement; Monitor, ensure and formulize customization of SCM policies and procedures to suit the needs of the organization; Management of logistics and stores management services; Responding to Parliamentary questions within the required timeframes; Attending to Supply Chain Management audit queries; Provide an ongoing basis support services to the organization and the Courts as well supply chain advisory; Ensure all acquisition procedures comply with Supply Chain Management and Treasury Regulations and ensure that all bidding procedures are within the framework as prescribed by National Treasury and preferential procurement policy framework act; Serve on committees e.g. specification committee; Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff; Maintaining and reporting of noncompliance in SCM as well updating the register on irregular, fruitless and wasteful expenditure; Maintaining and reporting of deviations as well updating the register on deviations; Deal with queries relating to processing of requisitions and orders within

the SCM process; Monitor and ensure effective sufficient system related to SCM are implemented in the organization; Supervise the Demand section as and when required.

**ENQUIRIES** : Ms L Mothemane (010) 493 2500.

**APPLICATIONS** : **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, 14<sup>th</sup> Road Noordwyk, MIDRAND

**CLOSING DATE** : **13 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 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. 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. 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**

