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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/s are required to capacitate the OCJ:

REFERENCE : 2019/379/OCJ

POST : STATE ACCOUNTANT: JUDGES REMUNERATION

CENTRE : JUDICIAL SUPPORT SERVICES (PRETORIA)

SALARY : R 242 475- R 285 630 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 and a three year National Diploma/Bachelor Degree in Finance/Accounting/Financial Management or equivalent NQF level 6 qualification as recognized by SAQA;
- A minimum of 3 years' experience in salaries or finance;
- A valid driver's license will be an added advantage;
- Knowledge of Judges Remuneration and Conditions of Employment Act, 2001 (Act no. 47 of 2001), Public Finance Management Act (PFMA) and Treasury Regulations;
- Knowledge and experience in Basic Accounting Systems (BAS) will be a recommendation;
- Understanding of Departmental Financial Instructions (DFI) and Departmental policies and procedures;
- Knowledge of Performance processes.

DUTIES :

- Render financial accounting transactions;
- Supervision of staff members;
- Perform/manage salary administration support services for Judicial Officers;
- PERSAL system knowledge in respect of approving and authorizing of permanent appointments, acting appointments and acting allowances of Judges, etc.;
- Checking of statistics for all activities and report accurate statistics to supervisors;
- Oversee remuneration and conditions of services with regard to Judges;
- Execution of the Judges Remuneration Act and Regulations;



- Control administration enquiries to ensure the correct implementation of benefits for Judges;
- Compile and co-ordinate monthly/quarterly/yearly reports concerning the Judges;
- Oversee the work related to the calculation and payment of pension, gratuities and resignation benefits to Judges;
- Ensure recover of Departmental debts;
- Manage performance/team discipline/leave of the section and frequent liaison with the stakeholders.

ENQUIRIES : Ms D Botha/Ms C Gideon/Ms L Mothemane (010) 493 2500/2528/2533

APPLICATIONS :

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

CLOSING DATE : 1 FEBRUARY 2019

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 advertised 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 

