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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 : 2019/381/OCJ**

**POST : PROVISIONING ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**

**CENTRE : NATIONAL OFFICE: MIDRAND**

**SALARY : R 1 6 3 5 6 3- R 1 9 2 6 6 6** per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade 12.
- A relevant qualification and experience in Supply Chain Management will be an added advantage;
- A valid driver's license will be an added advantage
- Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations;
- In-depth knowledge of financial systems, e.g. LOGIS.

**SKILLS AND COMPETENCIES:**

- Planning and organizing skills;
- Good interpersonal relations;
- Effective communication skills (written and verbal);
- Computer literacy;
- Ability to work independently and meet deadlines;
- The ability to work under pressure; work in a team and preparedness to work overtime when required.

**DUTIES :**

- Sourcing quotation as per National Treasury guidelines;
- Receive and assess quotation to ensure that they comply with the minimum requirements;
- Assist end users with the compilation of compliant specifications;
- Capture requisitions on the Supply Chain System;
- Request, prepare and compile quotes;
- Ensure that all relevant forms are attached;



- Extend the validity periods of quotes in advance of expiry dates;
- Capturing of awarded contracts on National Treasury contracts registration application (CRA);
- Ensure procedures comply with SCM policies;
- Ensure proper filing and safekeeping of documents;
- Ensure timeous processing of payments to suppliers;
- Receiving and issuing of stock items;
- Perform other duties as delegated by the supervisor.

**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** 

