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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 Office:

REFERENCE : 2019/489/OCJ

POST : DEPUTY DIRECTOR: AUXILIARY SERVICES
(RE-ADVERTISEMENT)

CENTRE : SUPREME COURT OF APPEAL: BLOEMFONTEIN

LEVEL : 11

SALARY : R 733 257-00 per annum (All-inclusive remuneration package). The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- A three year National Diploma/ Bachelor Degree in Public Management/ Administration and /or Business Administration 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 relevant financial prescripts, procedure and processes relating to the acquisition and management of assets and library materials;
- Knowledge of the Departmental Strategy, Public Service relevant 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 the office furniture, equipment, library books and stock for the Supreme Court of Appeal;
- Ensure that all processes relating to Asset Management are dealt with fully and in line with the relevant circulars and Standard Operating Procedures;
- Monitor the selection of library material and provide assistance to the Finance and Library Committees 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 of the Court to ensure that all transactions performed are audit ready and exercise effective control over risk management matters in the office;
- Manage Human Resources, Finance and Physical Resources by training 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 Supreme Court of Appeal in conjunction with the Director of the Court and the Finance Committee of the Court.

ENQUIRIES: Ms MA Luthuli/ Ms N De LA Rey **(051) 406 8100**

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein street, Bloemfontein, 9301.

CLOSING DATE: **31 MAY 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.

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). 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 a competency assessment 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 this position.

We welcome applications from persons with disAbilities 

