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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:

POST : DEPUTY DIRECTOR: FINANCE (2 POSTS)

**CENTRE : GAUTENG, REF NO: 2019/522/OCJ
FREE STATE, REF NO: 2019/523/OCJ**

LEVEL : 11

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

REQUIREMENTS:

- A three-year National Diploma/ Degree in Financial Management/Accounting, Commerce, Cost and Management Accounting, Public Management or Business Administration;
- Five (5) years relevant 'experience of which three (3) years should be at a supervisory level;
- A valid driver's licence.
- Knowledge of Asset Management; Financial Management and Accounting; Sound track record in Financial Accounting in the Public Service or entities;
- Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations;
- Knowledge of financial and operational prescripts that governs the department and public sector;
- Knowledge of transversal systems used in the department e.g BAS, PERSAL, and JYP;
- Knowledge of budgeting of Vote Account;
- Must have budgeting knowledge and skills; payroll and basic conditions of service knowledge.

SKILLS AND COMPETENCIES:

- Communications skills (written and verbal);
- Problem solving and decision making skills;
- Ability to work under pressure and meet deadlines;
- Computer literacy (MS Word, Excel, Power Point and Outlook);
- Numerical, Analytical, Reporting, Financial Skills;
- Assertiveness, Accuracy and attention to detail.



KEY PERFORMANCE AREAS:

- Advise and assist the Director Court Operations in the exercise of powers, functions assigned and delegations;
- Ensure the effective implementation of the Public Finance Management Act (PFMA) and Treasury Regulations;
- Ensure compliance with the best practice accounting norms and standards;
- Manage, monitor and implement financial systems and accounts control;
- Prepare financial statements; Facilitate internal and external audits;
- Manage bookkeeping and financial quality control services;
- Establish and maintain effective, efficient and transparent system and internal controls;
- Determine the long term direction of court finance services and relate these to present and future strategic goals;
- Revenue and expenditure management of the office;
- Manage and direct the Finance Directorate staff and budgets;
- Perform and manage administrative related functions.
- Authorisation of transactions on PERSAL and BAS.
- Assist with the development and implementation of the Asset Management strategy in line with the business plan of the Department.
- Supervise the implementation of the acquisition, maintenance and disposal of assets within the Departmental Plan.
- Maintain a complete, accurate and reliable asset registers for Departmental owned and leased assets for all Superior Courts in the Province.

APPLICATIONS:

GAUTENG: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, cnr Pritchard and Kruis street, Johannesburg. **Enquiries:** Ms T Mbalekwa (011) 335 0404

FREE STATE: 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. Enquiries: Ms MA Luthuli/ Ms N De La Rey Tel No: (051) 406 8100

CLOSING DATE:

2 AUGUST 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.

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

We welcome applications from persons with disAbilities 

