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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:

REF NO : 2019/524/OCJ

POST : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

CENTRE : PROVINCIAL SERVICE CENTRE: GAUTENG

LEVEL : 9

SALARY : R376 596 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A three-year National Diploma/ Bachelor Degree in Supply Chain Management, Accounting or Financial Management,
- A minimum of three (3) years' experience in Supply Chain Management and in the Asset Management environment of which two (2) years must be at a supervisory level and a valid driver's licence and willingness to travel.
- Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act, GRAP standards and SCM and Asset Management Framework and the Treasury Regulations etc.
- In-depth knowledge of Public Sector Management financial systems, e.g. LOGIS, BAS, JYP, etc.

SKILLS AND COMPETENCIES:

- Creative and analytical thinking;
- Customer services orientation;
- Ability to work independently and function as part of a team when required;
- Ability to work under pressure and meet deadlines;
- Leadership capabilities;
- Assertiveness and decisiveness, where applicable;
- Confidentiality;
- Strong interpersonal relations, Decision making.



KEY PERFORMANCE AREAS:

- Facilitate and monitor the administration of contracts;
- Coordinate and review the processing of requisitions for goods and services as well as receiving of goods;
- Facilitate and ensure the monitoring of commitments;
- Facilitate and ensure proper management of payments made to creditors;
- Facilitate the provision of logistics services and store management services;
- Manage human resources.
- Monitor and oversee that commitment reports are drawn monthly from system;
- Ensure the maintenance of the departmental owned and leased asset registers for all Superior Courts in the Province;
- Facilitate the verification of assets across all Superior Courts in the Province;
- Assist with the resolution of audit queries from internal and external audits on assets and supply chain management;
- Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff.

ENQUIRIES: Ms T Mbalekwa (011) 335 0404

APPLICATIONS: 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.

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 

