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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 : 2019/547/OCJ

POST : ASSISTANT DIRECTOR: FINANCE

CENTRE : PROVINCIAL SERVICE CENTRE: GAUTENG

LEVEL : 9

SALARY : R 376 596.00 per annum. 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.
- Three (3) to five (5) years' experience in Financial Management of which two years must be at Supervisory level.
- A valid driver's license.
- Three (3) years' experience in an Accounting environment with specific focus on Salaries, Payroll (PERSAL), payment on Vote Account and Budget related issues will be an added advantage.
- Knowledge of Financial Management and Accounting.
- Sound track record in 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
- Knowledge of budgeting of Vote Account.

SKILLS AND COMPETENCIES

- Communication Skills (Verbal and Written).
- 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 and attention to detail.



KEY PERFORMANCE AREAS

- Manage and supervise the Salaries and Payroll Section.
- Manage and supervise the Vote Accounts, payments and Budget Section.
- Maintain and keep Salary returns, process salary deductions, control Budget in accordance with monthly Budget Reports.
- Ensure payments within 30 days.
- Control all Financial Registers within Payroll and Vote Account.
- Provide training to Subordinates within the Section.
- Draft Audit responses, memorandums and handling of all related enquiries.
- Ensure capturing of Budget/shifting on BAS and JYP.
- Ensure correct project on the Budget, detect and deal with incorrect SCOA classifications, reconciliation and clearance of Suspense/Control Accounts.
- Monthly compilation of Age analysis and progress reports related to Salaries, reconcile between BAS and PERSAL.
- Compilation and submission of claims to other Departments and Institutions.
- Handle irregular expenditure, ensure reconciliation of PAYE, control over face value documents, control over expenditure on Petty Cash Accounts.
- Assists with Audit Action Plans relating Vote and Payroll Accounts.
- Ensure compliance at all Superior Courts.
- Authorisation of transactions on PERSAL and BAS.

ENQUIRIES: Ms T Mbalekwa/Mr V Mabetlela Tel No: (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 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.

CLOSING DATE: 06 SEPTEMBER 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 these positions.

We welcome applications from persons with disAbilities 

