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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 : **2019/552/OCJ**

POST : **PROVISIONING ADMINISTRATIVE OFFICER**

CENTRE : **PROVINCIAL SERVICE CENTRE: LIMPOPO**

LEVEL : **7**

SALARY : R 257 508.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS

- An appropriate three-year National Diploma/ Degree in Public Administration/Management, Accounting, Economics/Finance or any relevant equivalent qualification with at least three (3) years relevant experience in Supply Chain Management, Fleet Management & Asset Management.
- A valid driver's licence.
- Knowledge of the Public Finance Management Act, Treasury Regulations, Supply Chain Management procedure, Fleet Management and Asset Management.
- Knowledge of Basic Accounting Systems (BAS) and Justice Yellow Pages (JYP), will be an added advantage.

SKILLS AND COMPETENCIES:

- Computer Literacy.
- Excellent Communication Skills (verbal and written).
- Understanding of PFMA, DFI, and Preferential Procurement Regulation.
- Problem Solving Skills.
- Ability to work under pressure and deliver Accounting to tight deadlines.
- Ability to work individually and within a Team.
- Sound Organising and Planning Skills.
- Customer Orientation and Leadership Abilities.



KEY PERFORMANCE AREAS

- Supervise Subordinates within Supply Chain, Asset and Fleet Management Section.
- Receive request for quotations from different components.
- Overseeing the process of sourcing quotes;
- Maintain Supplier database in compliance with Supply Chain Management Policies
- Ensure proper and valid supporting documents are attached for each request
- Provide Administration Support to Provincial Control Committee;
- Ensure that the procurement of Goods and Services are within respective delegation of Authority; Verify allocations, Items and amounts of the requisitions before processing.
- Approve manual requisitions for LP Service Centre and RFQ's for Province.
- Ensure that all open orders and requisitions for the Province are cleared on monthly basis.
- Ensure that invoices are paid within 30 days as prescribed.
- Monitor that stores items are issued to end users.
- Updating, replenishment and Stock takes are conducted.
- Perform any Asset Management duties/function in the province.
- Perform other Administration duties as requested by Supervisor.

ENQUIRES : Mr JH Maluleke Tel No: (015) 230 4000/4035

APPLICATIONS Quoting the relevant reference number, direct your application to: Provincial Head, Office of the Chief Justice Service Centre, Limpopo, Private Bag X9693, Polokwane, 0700 or hand deliver to the High Court of South Africa: Limpopo Division, Polokwane, 36 Biccard & Bodenstein Street, Polokwane, 0699.

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 

