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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 : 2019/599/OCJ

POST CONTRACT SUPPLY CHAIN CLERK: ACQUISITION, LOGISTICS AND DEMAND MANAGEMENT
(Contract valid until 31 March 2020)

CENTRE NATIONAL OFFICE: MIDRAND

LEVEL : 5

SALARY : R173 703 per annum plus 37% in lieu of benefits the successful candidate will be required to sign a performance agreement.

REQUIREMENTS: A Grade 12 or equivalent qualification.

SKILLS AND COMPETENCIES

- Ability to operate office equipment.
- ability to work independently and meet deadlines
- ability to work under pressure.
- work in a team and prepared to work overtime when required
- Excellent analytical, planning, organizational skills.
- Good interpersonal relation.
- Effective communication skills (written and verbal).
- Computer literacy.
- Job Knowledge.
- Communication skills.
- Flexibility.
- Accuracy.
- Aptitude of figures.
- Basic numeracy skills.
- Ability to perform routine tasks.

KEY PERFORMANCE AREAS

- Assist in development of Demand Management Plans and procurement plan,
- assist in bid administration
- Assist with SCM reporting on bids



- Source quotations from the suppliers as per specifications.
- Capturing and processing of invoices.
- supplier payments as well expediting of Government orders.
- Provide administrative procurement support to all stakeholder.
- Receive and assess quotations.
- Assist end users with the compilation of compliant specifications.
- Capture requisitions on the Supply Chain System.
- Ensure that all relevant forms are attached.
- capturing of awarded contracts on National Treasury contracts registration application (CRA).
- Ensure procedures comply with SCM policies.
- Ensure proper filing and safe keeping of documents.
- ensure timeous processing of payments to suppliers.
- Receiving and issuing of stock items and Perform other duties as delegated by the supervisor.

ENQUIRIES: Ms L Mothemane/Ms S Tshidino Tel No: (010) 493 2500/2535/2533

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

CLOSING DATE: **25 October 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 

