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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:

REFERENCE **2019/611/OCJ**

POST **: STATE ACCOUNTANT**

CENTRE **EASTERN CAPE PROVINCIAL SERVICE CENTRE**

LEVEL **: 7**

SALARY **: R257 508 per annum. The successful candidate will be required to sign a performance agreement.**

REQUIREMENTS:

- A three-year National Diploma/Degree in Finance/Accounting Management/or relevant equivalent NQF 6 as recognised by SAQA.
- A minimum of three (3) years relevant experience.
- A valid driver's license.

SKILLS AND COMPETENCIES

- Ability to work with stakeholders in a professional and empathetic manner.
- Good interpersonal relations; Accuracy and attention to detail.
- Good communication skills.
- Service Delivery Innovation (SDI).
- Problem solving and Analysis.
- People Management and Empowerment.
- Client orientation and customer focus.

KEY PERFORMANCE AREAS

- Payments to creditors and suppliers within the prescribe period as per Treasury Regulation.
- Compile journals for misallocation Verification and authorizing of BAS payments.
- Ensure audit compliance of all processed documents.
- Capturing of original budget on BAS Request and analyse expenditure reports Identify erroneous allocations responsible for Supply Chain Management.



ENQUIRIES: Mr S Mponzo Tel No: (043) 726 5217

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag x 13012, Cambridge 5206, East London or hand deliver applications to: 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE: 01 November 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 

