



188, 14th Road, Noordwyk, Midrand, 1685  
Private Bag X10, Marshalltown, 2107  
**Tel:** +27 10 493 2500 (Switchboard)  
**E-mail:** info@judiciary.org.za  
www.judiciary.org.za

**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 : 2019/630/OCJ**

**POST : CONTRACT STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT (Contract valid until 31 March 2020)**

**CEN GAUTENG PROVINCIAL CENTRE**

**LEVEL : 7**

**SALARY : R257 508.00 per annum plus 37% in lieu of benefits**  
The successful candidate will be required to sign a performance agreement.

#### **REQUIREMENTS**

- A three (3) year National Diploma/Degree in Supply Chain Management or relevant equivalent qualification
- At least (3) years relevant experience in Supply Chain Management and Assets Management
- A valid Driver's licence.

#### **SKILLS AND COMPETENCIES**

- Computer literacy
- Excellent communication skills (verbal and written)
- Understanding of PFMA, PPPFA, B\_BBEE Act, DFI, GRAP standards, SCM and Asset Management Framework and preferential procurement Regulations
- Problem solving skills
- Ability to work under pressure and ability to work individually and within a Team
- Sound organising and planning skills
- Customer orientation and leadership abilities.

#### **KEY PERFORMANCE AREAS**

- Keep and update all records on assets register
- Barcode all newly acquired assets
- Conduct quarterly assets verifications and ensure that assets condition in the register



matches the condition of its existence

- Identify assets for disposal and facilitate the transfer thereof
- Assists with reconciliation of the JYP assets register
- Maintain and update contract/lease register
- Monitor expiring contracts and advise
- Capture and update contract register, lease compliance certificates and keep addendums
- Facilitate and convene service provider meetings
- Facilitate and initiate stocktaking, ensure the release of purchase orders immediately to avoid late payments within 30 days
- Provisioning administration and supply chain management.

**ENQUIRIES: Ms T Mbalekwa Tel No: (011) 355 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: 15 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** 

