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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 : 2019/631/OCJ

POST : CHIEF ACCOUNTING CLERK
(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 Public Administration
- Management, Finance management, Logistics management, procurement or any supply chain Management related qualification
- At least three 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

- Receive request for quotations from different components
- Overseeing the process of sourcing quotes
- Maintain supplier database in compliance with supply chain management policies



- Provide administrative support to provincial control committees
- Ensure that the procurement of goods and services are within respective delegation of authority
- Verify allocations, items and amounts of the requisition before processing
- Approve manual requisitions for LP services within respective delegation of authority
- Verify allocations, items and amounts of the requisitions before processing
- Ensure all open orders and requisition 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.
- Coordinate and monitor the administration of contracts
- Coordinates and ensure the monitoring of commitments
- Coordinate the provision of logistics services and store management services
- Ensure the maintenance of the departmental owned and leased asset registers for all Superior Courts in the province
- Coordinate the verification of assets across all superior courts in the province
- Assist with the resolution of audit queries from internal and external audits on assets 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 

