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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	2020/159/OCJ
POST	ADMINISTRATIVE OFFICER (FINANCE SECTION)
CENTRE	GRAHAMSTOWN HIGH COURT
LEVEL	8
SALARY	R 316 791.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A three (3) year relevant National Diploma /Degree.
- Five (5) years' relevant experience.
- Relevant Supervisory experience.

SKILLS AND COMPETENCIES:

- Knowledge of BAS and JYP.
- Computer literacy.
- Ability to work under pressure.
- Accuracy and attention to detail.
- Administrative and organisational skills.
- Good communication skills.
- Flexibility.
- Ability to perform routine tasks.
- Ability to work independently and under pressure.
- Ability to meet deadlines.
- Problem solving skills and good interpersonal relations.
- The following will serve as an added advantage: Supply Chain Management Certificate, Knowledge of PFMA and DFI.



KEY PERFORMANCE AREAS:

- Exercise control over Vote Account and procurement.
- Assist with budget planning, monitoring and control.
- Check and authorise transactions on BAS and JYP.
- Checking of all financial documents to ensure compliance with prescripts.
- Supervision of subordinates.
- Authorise transactions within the delegation.
- Manage records within the section.
- Manage performance of officials and discipline.
- Checking of all relevant registers.
- Compile statistics and reports.
- Custody of the reserve stock.
- Give support to the Court Manager.
- Assist with fleet management.
- Checking of Travelling & Subsistence allowances.
- Handle correspondence and draft memoranda.
- Give inputs to AFS and any other administrative tasks allocated by the supervisor.

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 delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE: **28 DECEMBER 2020**

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 

