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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:**

<b>REFERENCE</b>	<b>2020/164/OCJ</b>
<b>POST</b>	<b>ACCOUNTING CLERK</b>
<b>CENTRE</b>	<b>PROVINCIAL SERVICE CENTRE: GAUTENG</b>
<b>LEVEL</b>	<b>5</b>
<b>SALARY</b>	R 173 703.00 per annum. The successful candidate will be required to sign a performance agreement

**REQUIREMENTS:**

- Grade twelve (12) or equivalent qualification with Accounting as a passed subject.
- One (1) year experience in Financial environment will serve as an added advantage.
- A valid driver's licence will be an added advantage.

**SKILLS AND COMPETENCIES:**

- Knowledge of BAS and PERSAL Systems.
- GRAP Standards.
- Confidentiality.
- Integrity.
- Honesty.
- Time Management and Good Interpersonal skills.
- Basic knowledge of Financial Management.
- Computer Literacy.

**KEY PERFORMANCE AREAS:**

- Perform quality checks on received invoices.
- Prepare sundry allocation and ensure that supporting documents for appointed service



provider/s are attached.

- Prepare claims for payments and ensure they adhere to PFMA.
- Check if the creditor advice payment is signed/ authorised by the delegated official.
- Check if the purchase order, quotation, invoice is attached to the batch.
- Register payments to be requested on monthly basis.
- Ensuring that batches are signed and checked by the supervisor after the payment has been implemented.
- Check if VA26 is attached to a claim.
- Capture all invoices and S & T claims on excel spreadsheet.
- Opening of new files.
- Ensuring that all files are labelled.
- Filing of various documents.

**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:** 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** 

