



188, 14th Road, Noordwyk, Midrand, 1685  
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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 2020/52/OCJ**

**ASSISTANT DIRECTOR: DEMAND MANAGEMENT,**

**CENTRE NATIONAL OFFICE: MIDRAND**

**LEVEL 9**

**SALARY R 376 596.00 per annum (The successful candidate will be required to sign a performance agreement.)**

#### **REQUIREMENTS:**

- An appropriate three (3) year qualification in Supply Chain Management or any equivalent qualification,
- 3 to 5 years' experience in Supply Chain Management, of which 2 years must be at supervisory level.
- A valid driver's licence.
- Three (3) years' experience in tenders will serve as an added advantage.

#### **SKILLS AND COMPETENCIES**

- Knowledge of relevant legislation,
- Ability to meet deadlines,
- Ability to work under pressure and preparedness to work overtime when required as well work independently,
- Client orientated with client service experience (internal and external clients), excellent analytical, planning, Project and organizational skills, good interpersonal relations and ability to work well in a team environment
- Effective communication skills (written and verbal)
- The understanding of clients
- The ability to work independently with minimal supervision.

#### **KEY PERFORMANCE AREAS**

- Facilitate development of demand Management,
- Facilitate development of procurement plan,
- Facilitate bid administration and facilitate SCM reporting on bids.



**ENQUIRIES: Ms B Rakgotho /Ms S Tshidino 010 493 2500**

**APPLICATIONS** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

**CLOSING DATE: 12 JUNE 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 

