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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 : 2020/88/OCJ**

**POST : ASSISTANT DIRECTOR: SALARIES AND TAXATION**

**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:**

- A three-year National Diploma/Degree in Finance/ Accounting.
- Three (3) Years relevant Managerial experience in Taxation.
- Three (3) Years relevant Managerial experience in Debt Management.
- Through understanding of the public service, PFMA, Treasury Regulations, Accountant General's, General Annual Reporting, Framework.

**TECHNICAL KNOWLEDGE/COMPETENCIES:**

- Knowledge of relevant legislation (Financial Regulatory Framework).
- Knowledge of the Transversal Government Systems (BAS and PERSAL).
- Good understanding of SARS Easy file and E-Filing.
- Financial Management.
- Problem solving and Analysis.
- Computer Skills. Analytical.

**BEHAVIOURAL COMPETENCIES:**

- Ability to Communicate (Verbal& written).
- Meeting of deadline.
- Assertiveness.
- Good Interpersonal Interrelation.
- Client Orientation and Customer Focus.
- Team Work.
- Attention to Detail.



**KEY PERFORMANCE AREAS:**

- Management of the Department Tax Liability Account.
- Ensure that the Judges Tax is calculated and paid in line with SARS guidelines.
- Ensure that OCJ Employees Tax calculated in line with SARS guidelines.
- Management of the Departmental Debts Account and reporting.
- Monitoring and Reporting of Tax reports.
- Management of Compensation of Employees and Travel Claims.

**ENQUIRIES:** 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:** **18 SEPTEMBER 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** 

