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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	2021/08/OCJ
POST	STATE ACCOUNTANT: SALARIES: FINANCIAL ACCOUNTING
CENTRE	NATIONAL OFFICE: MIDRAND
LEVEL	7
SALARY	R 257 508.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A three (3) year tertiary qualification in Accounting or equivalent qualification.
- 3 years' appropriate relevant experience in salaries.

SKILLS AND COMPETENCIES:

- Knowledge of financial systems BAS, PERSAL, certificate in salary administration would be an added advantage.
- Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and policies.
- Computer literacy.
- Understanding of SCOA segments.
- Knowledge of GAAP and GRAP, Accrual Basis and Cash Basis Accounting.
- Ability to follow proactive and creative approach.
- Be able to work under pressure



KEY PERFORMANCE AREAS

- The successful candidate will be responsible for administering and approval of travel and subsistence claims; (claim forms for both domestic and foreign trips).
- Check if claims are correctly compiled and amounts are calculated per period and per item allowance.
- Administering BAS payments.
- Receiving T&S Advance forms from officials within the department for domestic and foreign trips
- Check if the advance is correctly calculated according to the period away and country for foreign trips; verifying correctness of allocation.
- Administration of all salaries related transactions.
- Ensure clearance and reconciliation of salaries related suspense accounts.
- Clear PERSAL exceptions.
- Authorise transactions on PERSAL, BAS.
- Process advices received (approve allowances and deductions on PERSAL).
- Processing of Journals.
- Address queries and request related to deductions and earnings; file and safe keep of salary and related financial information.
- Approval of stop orders, garnishee order and debt orders.
- Supervise the administration of Payroll certification process.
- Compiling journal on BAS for allocations wrongly allocated.
- Processing of payment advice from HR for officials Bursaries.
- Supervise and attend to queries.
- Train and develop subordinates

ENQUIRIES: **Ms B Rakgotho/Ms S Tshidino, Tel No: (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 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.

CLOSING DATE: **05 FEBRUARY 2021**



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 

