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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**                    **2021/25/OCJ**

**POST**                            **INVITATION TO SERVE ON THE AUDIT AND RISK COMMITTEE**

**CENTRE**                        **OFFICE OF THE CHIEF JUSTICE**

**SALARY**                        Successful applicants will be remunerated in accordance with the requirements of Treasury Regulations and SAICA/AGSA tariffs. Appointment is for a period of three (3) years and will be underpinned by the Audit and Risk Committee Charter (Terms of Reference) and each successful applicant will be required to enter into a contract which sets out their duties and responsibilities.

**REQUIREMENTS:**

Four-year Legal qualification/ LLB and LLM. A minimum of ten (10) years senior management experience in any of the following fields: Law / Legal Services; Private Practice of Law; Corporate Governance with legal background, preferably in the Public Sector. In addition, applicants must have knowledge of Project Management. Registration with the Law Society/ National BAR Council of South Africa including other recognized Legal Professional Bodies. A legal professional in good standing. Knowledge of the judicial and justice system of the Republic, and extensive exposure to the South African legal fraternity. Knowledge, understanding and prior exposure to relevant prescripts: Superior Courts Act, 2013; Public Finance Management Act, 1999, Treasury Regulations and other relevant prescripts. Knowledge, understanding and exposure to Audit and Board Committees with experience in corporate governance and best standards practices, e.g. King IV Report. Extensive leadership and experience in serving on Audit and Risk Committees. Independence, Integrity, Reliability and dedication of time and energy to serve the OCJ. Applicants must not be conducting business with the OCJ / State. Excellent communication and interpersonal skills.



## DUTIES:

The successful candidate shall take strategic leadership of the OCJ's Audit and Risk Committee in the execution of its mandate. The ARC will carry out its responsibilities as legislated by the Public Finance Management Act, 1999 and the Treasury Regulations, and operate according to its approved Charter. The ARC will fulfil its oversight responsibilities to ensure that the OCJ maintains effective, efficient and transparent systems of financial management, risk management, governance, performance evaluation and internal control. The ARC will amongst others, review the effectiveness of the Internal Audit activity and provide direction; review the work of external auditors, the OCJ's financial statements and performance information, and monitor compliance with legislation. Advise the OCJ on enterprise wide risk management and monitor mitigation strategies. Advise on Ethics management and Integrity processes including fraud prevention strategies. Act as independent adviser to the Accounting Officer on matters relating to inter alia, internal audit; internal control; risk management; accounting policies; financial and non-financial information; effective governance and compliance with applicable legislation and prescripts. Assist the Accounting Officer in the effective execution of her/his responsibilities by reporting and making recommendations to the Accounting Officer. Review any reports released by the internal and external auditors and Management's response thereto. Ensure that a combined assurance model of risk management is applied to provide a coordinated approach to all assurance activities. Report annually to the Executive Authority on the status of risk management, governance and internal controls within the Office of the Chief Justice

**ENQUIRIES: Mr R Mabunda (010) 493 2500/2519**

**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: 12 MARCH 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 a new application for employment (Z83) that has been in effect since 01 January 2021.** The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies/](http://www.dpsa.gov.za-vacancies/) [www.judiciary.org.za](http://www.judiciary.org.za). Applications submitted using the old Z83 form will not be accepted. The new 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** 

