

KEY PERFORMANCE AREAS:

- Payments to creditors and suppliers within the prescribe period as per Treasury Regulation.
- Monthly checking of budget and expenditure reports, compile fund shifts.
- Checking of procurement documents, processes and compile procurement reports/ assistance with asset management processes and verification of assets.
- Checking of all payment documents (S&T and overtime included) for compliance of prescripts.
- Assistance with compilation and submission of monthly reports and registers.
- Compile journals for correction of misallocations.
- Assistance with Audit queries and processes.
- Monitoring, training and motivation of staff.

ENQUIRIES: Mr M Jele/ Mr V Maeko Tel No: (013) 758 0000

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Deputy Director: Human Resource Management, Private Bag X20051, Mbombela 1211. Applications can also be hand deliver to Mpumalanga Division of the High Court, Office of Chief Justice, Provincial Service Centre, 311 Samora Machel Drive, Mbombela 1200.

CLOSING DATE: 26 MARCH 2021

NOTE: Office of the Chief Justice is an equal opportunity employer. In the filling of these posts, the Employment Equity Plan of the Department will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

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 the new form Z83, obtainable from any Public Service Department. (www.dpsa.gov.za-vacancies/ www.judiciary.org.za). Received applications using the incorrect application for employment (old Z83) will not be considered. 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 

