



management.

- Computer literacy.
- Conflict management and innovation.
- Ability to function independently and advise management on best practise solutions for the department's fleet.

**KEY PERFORMANCE AREAS:**

- Manage, coordinate and implement an efficient and well maintained fleet service at all levels of the department.
- Guide and coordinate the implementation of fleet management policies, procedures and applicable legislation.
- Effective asset management (acquisition, administration, utilisation, care, maintenance and disposal) of all fleet assets.
- Monitor and manage compliance to road traffic management legislation.
- Institute corrective, investigative and disciplinary processes to prevent abuse; fraud and losses of vehicle and departmental assets.
- Oversee and manage service level agreements by service providers.
- Information management of vehicles assets relating to administration, payments, recoveries, losses, repair and maintenance.

**ENQUIRIES: Ms S Tshidino and Ms B Rakgotho Tel No: (010) 493 2500/ 8774**

**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: 16 APRIL 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/](http://www.dpsa.gov.za-vacancies/) [www.judiciary.org.za](http://www.judiciary.org.za)). 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** 

