



188, 14th Road, Noordwyk, Midrand, 1685
Private Bag X10, Marshalltown, 2107
Tel: +27 10 493 2500 (Switchboard)
E-mail: info@judiciary.org.za
www.judiciary.org.za

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	2021/89/OCJ
POST	PROVISIONING ADMINISTRATION CLERK (2 POSTS)
CENTRE	PROVINCIAL SERVICE CENTRE: GAUTENG
LEVEL	5
SALARY	R 173 703.00 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- Grade twelve (12) or equivalent qualification.
- A relevant qualification and experience in Supply Chain Management will be an added advantage.
- A valid driver's license will be an added advantage.
- Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations.
- In-depth knowledge of financial systems, e.g. JYP and BAS.

SKILLS AND COMPETENCIES:

- Planning and organizing skills.
- Good interpersonal relations.
- Effective communication skills (written and verbal).
- Computer literacy.
- Ability to work independently and meet deadlines.
- The ability to work under pressure, work in a team and preparedness to work overtime when required.



KEY PERFORMANCE AREAS:

- Sourcing quotation as per National Treasury guidelines.
- Receive and assess quotation to ensure that they comply with the minimum requirements.
- Assist end users with the compilation of compliant specifications.
- Capture requisitions on the Supply Chain System.
- Request, prepare and compile quotes.
- Ensure that all relevant forms are attached.
- Extend the validity periods of quotes in advance of expiry dates. Capturing of awarded contracts on National Treasury contracts registration application (CRA).
- Ensure procedures comply with SCM policies.
- Ensure proper filing and safekeeping of documents.
- Ensure timeous processing of payments to suppliers.
- Receiving and issuing of stock items.
- Perform other duties as delegated by the supervisor.

ENQUIRIES: Ms T Mbalekwa Tel No: (011) 355 0404

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg

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/ 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 

