

## OFFICE OF THE CHIEF JUSTICE

*The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department, Women and People with Disabilities are encouraged to apply.*

**CLOSING DATE** : 13 July 2018

**NOTE** : Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

## OTHER POSTS

**POST 26/71** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT: (ACQUISITION AND LOGISTIC) REF NO: 2018/159/OCJ**

**SALARY** : R697 011 – R821 052 per annum (all-inclusive package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office (Midrand)

**REQUIREMENTS** : Grade 12 and a recognized National Diploma/Degree in Supply Chain Management/Financial Management/Cost Accounting Management/Purchasing Management/ Public Management or equivalent; Minimum of 5 (five) years working experience in a Financial environment (Supply Chain Management) of which least three (3) years must be at supervisory level (ASD) management level; A valid driver's license; Knowledge of Public Service Policy Frameworks, in-depth knowledge of the Public Finance Management Act (PFMA), BBB-EE regulations, Treasury Regulations, Supply Chain Management Regulations, notes, circulars, policy frameworks and related prescripts; In-depth knowledge of Supply Chain Management Systems, e.g. LOGIS. Skills and Competencies: Ability to meet deadlines; Ability to interact at strategic level and implement turn-around strategies; Service delivery orientated; Must be prepared to work under pressure and preparedness to work overtime, when required as well work independently ; Must be able to analyse and interpret financial information ( numerical and analytical); Excellent planning, project and organizational skills; Excellent leadership skills; Excellent Written and Verbal Communication Skills; Good interpersonal relations; Must be able to handle customers , interpersonal relations as well as excellent conflict management skills; Must have the ability to interpret and present policies and other prescripts; Experience in computer literacy in MS Office (MS Word, MS Excel , PowerPoint and MS Outlook).

**DUTIES** : Responsible for the supply chain management processes of the organization (acquisition to Logistic management) by mean of monitoring and reporting; Monitor and managing contracts; Monitor and ensure timeous processing of payments to suppliers; Monitor vendor performance as well rotation of suppliers; Effective management of accruals (claims), commitments (outstanding orders), inventory, issues from the warehouse and transit; Preparation of disclosure notes to the Financial Statements that include the following Accruals of orders issued financial commitments of contracts and orders; Compilation, implementation and reporting on the operational and risk plans related to supply chain management; Continuously evaluate cost-efficient of the Supply Chain Management control process and initiate improvement; Monitor, ensure and formulize customization of SCM policies and procedures to suit the needs of the organization; Management of logistics

and stores management services; Responding to Parliamentary questions within the required timeframes; Attending to Supply Chain Management audit queries; Provide an ongoing basis support services to the organization and the Courts as well supply chain advisory; Ensure all acquisition procedures comply with Supply Chain Management and Treasury Regulations and ensure that all bidding procedures are within the framework as prescribed by National Treasury and preferential procurement policy framework act; Serve on committees e.g. specification committee; Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff; Maintaining and reporting of noncompliance in SCM as well updating the register on irregular, fruitless and wasteful expenditure; Maintaining and reporting of deviations as well updating the register on deviations; Deal with queries relating to processing of requisitions and orders within the SCM process; Monitor and ensure effective sufficient system related to SCM are implemented in the organization; Supervise the Demand section as and when required.

**ENQUIRIES** : Ms L Mothemane Tel No: (010) 493 2500  
**APPLICATIONS** : National Office: Quoting the relevant reference number, direct your application to: The Office of the Chief Justice, Private Bag x10 Marshalltown, 2107 or hand deliver to No 188, 14th Road Noordwyk, Midrand

**POST 26/72** : **SENIOR LAW RESEACHER REF NO: 2018/158/OCJ**

**SALARY** : R444 693 – R523 818 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Supreme Court Of Appeal: Bloemfontein  
**REQUIREMENTS** : Grade 12 and an LLB Degree or equivalent qualification; 3 years' appropriate legal work research experience; 1 to 3 years supervisory experience would be an added advantage; A valid driver's licence; Knowledge of the South African Constitutional and Judicial Framework and an understating of the functioning of the Superior and Lower Court Systems; proven ability to draft documents and legal instruments; Experience in electronic (legal data bases) research; Skills and competencies: Planning skills; Supervisory skills; Fluency in written and spoken English.

**DUTIES** : Conduct legal research for Judges of the court as directed from time-to-time; Supervise and co-ordinate the work of researchers and library staff; Maintain a repository of research products; Ensure the effective and efficient use of legal materials allocated to the court.

**ENQUIRIES** : Ms M Luthuli Tel No: (051) 406 8191  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to The OCJ Provincial Head, Office of the Chief Justice, Private Bag x20612, Bloemfontein, 9300 or hand delivered applications to The Free State High Court, Corner President Brand and Fontein Streets