

OFFICE OF THE CHIEF JUSTICE

- APPLICATIONS** : **National Office:** Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatjie Drive, Room.
- CLOSING DATE** : 28 June 2022
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments.
- ERRATUM:** Kindly note that 2 posts of Judge's Secretary , Ref no: 2022/83/OCJ: Mpumalanga Division of the High Court: Middelburg, advertised in the Public Service Vacancy Circular no. 20 of 2022, dated 03 June 2022 with the closing date of 20 June 2022 are permanent posts. We apologise for any inconvenience caused.

OTHER POSTS

- POST 21/128** : **ASSISTANT DIRECTOR: FINANCE REF NO: 2022/94/OCJ**
- SALARY** : R382 245 – R461 745 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape Provincial Service Centre: Kimberley
: Matric certificate and a three year National Diploma or Degree in Finance/Accounting. A valid Driver's License. Three years relevant supervisory experience. Knowledge and thorough understanding of the public service, PFMA, Treasury Regulations and guidelines. Understanding and experience of Supply Chain Management policies and procedures in the public sector. Relevant experience in Asset Management. Skills and Competencies: Knowledge of government financial systems; Knowledge of contract management; Financial Management skills; Knowledge of Delegations Authority; Knowledge of Asset Management policies and procedures; Analytical skills; Report writing and presentation skills, Interpersonal relations; Planning and organizing; Computer literacy; Good communication (written and verbal) skills; Problem Solving; Team work; Attention to detail; Accountability and ethical conduct.
- DUTIES** : Develop and implement internal control measures for procurement. Ensure that quotations and bids are managed effectively and efficiently according to National treasury prescripts and Departmental Supply Chain Management Policy. Advice and support end users with timeous development of the specification/terms of reference for the sourcing of quotations and bids. Evaluate documentation/requisitions for approval by delegated officials. Verify invoices, purchase orders on the procurement system and ensure timeous payment of invoices. Advice and administer the function of the Provincial Control Committee, Bid Specification Committee/s relating to Supply Chain Management. Draft Circulars and Communicate SCM policies and procedures to all officials in the Province. Ensure that documents are fully compliant with prescripts. Manage all transversal and departmental contracts. Monthly reporting of procurement, irregular, fruitless, wasteful, and unauthorized expenditure incurred. Ensure implementation of Departmental Asset Management Policy in the province. Maintain and manage the updating of asset register on approved systems for the province. Manage asset verification process and adhere to verification plan timelines. Update and reconcile all leased assets against the Departmental Asset Register and the supporting documentation. Verify and assist in compiling the notes to the annual financial statements for assets and leases. Establish and manage an electronic database of all obsolete and redundant assets. Advise and administer the function of the Provincial Disposal Committee and any other committee/s within the unit. Any other duties that may be requested by management from time to time.
- ENQUIRIES** : Technical enquiries: Ms S Kayuma Tel No: 053 807 2720/27
: HR related enquiries: Ms M Seithamo Tel No: 053 807 2735/27
- POST 21/129** : **PERSONAL ASSISTANT REF NO: 2022/95/OCJ**
- SALARY** : R261 372 – R307 890 per annum. The successful candidate will be required to sign a Performance Agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
: Secretarial Diploma or equivalent qualification. Minimum of Three (3) years' experience in rendering a support service to Senior Managers. Secretarial qualification on NQF Level 6 will serve as an added advantage. Knowledge and understanding of the relevant legislation/policies/prescripts and procedures governing the Public Service. Basic knowledge on financial administration. Skills and Competencies: Good communication. Planning and organising skills. Good telephone etiquette. Sound organisational skills. Good people skills. High level of reliability. Be able to pay attention to detail and work within deadlines. Proven Computer Literacy, including MS Word & MS Excel. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation.
- DUTIES** : Provide a secretarial/receptionist support service to the Chief Director. Render administrative support services. Provides support to the Chief Director regarding meetings. Supports the Chief Director with the administration of the

ENQUIRIES

Chief Director's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

Technical enquiries: Mr R Mabunda Tel no: (010) 493 2500/2519

HR related enquiries: Ms S Tshidino Tel no: (010) 493 2500/2635