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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	2021/167/OCJ
POST	ADMINISTRATION CLERK: ASSET CONTROLLER
CENTRE	FREE STATE HIGH COURT
LEVEL	5
SALARY	R 173 703.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification.
- Relevant experience in Asset Management and Provisioning Administration/ Supply Chain Management.
- Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPFA, Supply Chain Management guidelines and other related prescript.
- Knowledge of the Public Sector procurement process, rules and regulations.
- A valid driver's license will be an added advantage.

SKILLS AND COMPETENCIES:

- Accuracy and attention to detail.
- Computer literacy (MS Office).
- Good communication skills (written and verbal).
- Good administration and organisational skills.
- Good interpersonal and public relations skills.
- Ability to work under pressure, independently and self-motivated.



KEY PERFORMANCE AREAS:

- Keep and update of all records on the asset register.
- Bar-code all newly acquired assets.
- Conduct quarterly assets and ensure that assets condition in the register matches the condition of its existence.
- Identify assets for disposal and facilitate the transfer thereof.
- Assist with reconciliation of the JYP assets register and BAS.
- Update records of leases on assets and maintain copies for audit purposes.
- Follow up on losses reported to Legal Liability and update assets register according to assets status.
- Facilitate the movements of assets.
- Update of inventory list and asset register.
- Compile daily, weekly and monthly statistics.
- Handle external and internal enquiries.
- Assist with general office duties.

ENQUIRIES: Ms M Luthuli Tel No: (051) 492 4523

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300. Applications can also be hand delivered to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301.

CLOSING DATE: 30 JULY 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 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). The completed and signed form should be accompanied by a recently updated CV, as well as copies of all qualification/s and ID document. Such copies **need**



not to be certified when applying for a post. 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 

