



# the doj & cd

Department:  
Justice and Constitutional Development  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X 9065, EAST LONDON, 5241 • 3 Philip Frame Road, Waverley Park, Chisselhurst, EAST LONDON  
Tel 043 207 7000, Fax 043 721 2215

**Sub-Office File 2/1/5**

**7 March 2008**

**VACANCIES  
(Regional Office File 6/4/2/1)**

**REFERENCE: 08/47/EC**

**POST: ASSISTANT DIRECTOR: FINANCIAL OPERATIONS  
MANAGER**

**CENTRE: MAGISTRATE, QUEENSTOWN**

**SALARY:** R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- A Bachelor's Degree in Financial or Commercial field or equivalent qualification;
- Three year's experience in Expenditure and Budget Management;
- Knowledge and experience of the financial systems of the Department;
- A valid drivers' license – will be expected to travel extensively.

**Skills and Competencies:**

- Computer literacy (MS Office with focus on Excel);
- Good communication skills (written and verbal);
- General office and project management;
- Sound financial management;
- Exceptional report writing;
- Good interpersonal relations;
- Strong analytical skills and assertiveness;
- Ability to work under pressure and be self motivated;
- Accuracy and attention to detail.

**DUTIES:**

- Ensure financial administration, maintenance and compliance within (courts) the cluster;
- Identify financial problems and risks;
- Analyze procurement and asset management within the cluster;
- Provide financial capacity building within own designated area;
- Compile TPMU reports on office visits;
- Support the department in financial operations and strategic requirements;

**TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL  
DEVELOPMENT**

- Review monthly performance with the Financial Regional Manager.

**ENQUIRIES:** Ms N Ndamase ☎ (043) 702 7000

**APPLICATIONS:** **If applying for more than one centre, please list in order of preference.**

Quoting the relevant reference number, direct your application to:  
The Regional Head, Private Bag X9065, East London, 5200.

**CLOSING DATE:** **31 March 2008**

**NOTE:** Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). Applications should be accompanied by certified copies of qualifications, identity document and driver's license. **The CV to be completed by all applicants is available on the DOJ website [www.doj.gov.za](http://www.doj.gov.za) or at any DOJ&CD sub-office and must accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Correspondence will be limited to short-listed candidates only. 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 this position.

**DIRECTOR: HUMAN RESOURCES: REGIONAL OFFICE, EAST LONDON**