



# 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**

**11 April 2008**

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

**REFERENCE: 08/83/EC**

**POST: STATE ACCOUNTANT: BUDGET**

**CENTRE: REGIONAL OFFICE, EAST LONDON**

**SALARY:** R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- A three-year Bachelor's degree in Financial or Commercial field or equivalent qualification;
- At least three years financial experience;
- Knowledge and experience in the financial systems (BAS, PERSAL, JYP, PFMA, DFI and TR) of the Department;
- A valid drivers licence.

**Skills and competencies:**

- Computer literacy (MS Word; Excel and Outlook);
- Communication (verbal and written);
- Ability to work under pressure;
- Good interpersonal relationship.

**DUTIES:**

- Ensure compliance to the MTEF;
- Assist in co-ordination of inputs for purposes of the compilation and balancing of the MTEF;
- Request and monitor expenditure in the province;
- Analyze and capture request for shifting of funds;
- Keep proper records of the shifting of funds;
- Assist in facilitation of budget training sessions;
- Completion of journals;
- Ensure proper item allocation on BAS when payments is made;
- Ensure compliance with the Departmental Financial Instructions.

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

**ENQUIRIES:** Mr. Mac Master ☎ (043) 7027000.

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

**CLOSING DATE:** 5 May 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**