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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

4 June 2008

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

REFERENCE: 08/107/EC

POST: SENIOR ACCOUNTING CLERK (2)

CENTRE: FAMILY ADVOCATE PORT ELIZABETH

SALARY: R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Grade 12 or equivalent qualification;
- Minimum of two years in a financial environment;
- Knowledge and experience of Departmental Financial Instructions (DFI) and financial control measures, Justice Yellow Pages (JYP), Basic Accounting System (BAS), Public Finance Management Act (PFMA).

Skills and competencies:

- Computer literacy (MS Office and Excel);
- Good interpersonal relations;
- Communication (verbal and written);
- Accuracy and attention to detail.

DUTIES:

- Procure goods and services using JYP procedures;
- Compile payments advices;
- Capture electronic payment of accounts on BAS;
- Reconciliation of payment with reports;
- Handle enquiries both internal and external;
- Assist with general office duties.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

ENQUIRIES: Mrs N. W. Mxuthu ☎ (041) 5855718

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

CLOSING DATE: 23 June 2008

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license as well as a detailed CV. **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) and the staffing policy of the Department of Justice will be taken into consideration.

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.

DIRECTOR: HUMAN RESOURCES – EASTERN CAPE