



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE, GAUTENG

Private Bag X6, Johannesburg, 2000 • 15th Floor Carlton Centre, Commissioner Street, JOHANNESBURG
Tel (011) 223 7600, Fax (011) 331 1062

Sub-Office File 2/1/5

7 July 2008

REFERENCE: 08/196 /GP

POST: CHIEF ACCOUNTING CLERK (1 POST)

CENTRE: REGIONAL OFFICE, GAUTENG

SALARY: R117 501 – R137 976 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Bachelor's degree/diploma in Commerce or equivalent qualification and/or four years experience in financial environment;
- Knowledge of DFI, PFMA, Treasury Regulations and SCOA.

Skills and competencies:

- Computer literacy (MS Office, JYP and BAS);
- Communication (verbal and written);
- Ability to work under pressure and be self motivated;
- Good interpersonal relations.

DUTIES:

- Consolidation of the province MTEF, Monthly expenditure report and quarterly;
- Evaluate of courts budgets on a monthly basis;
- Processing of all requests for shifting of funds, additional funding and virement;
- Ensure that JYP and BAS correspond;
- Manage project funding to ensure that spending remains within the budget;
- Verify availability of funds for Regional Control Committee;
- Perform ad hoc tasks from time to time.

ENQUIRIES: Mrs. L Pretorius ☎ (011) 223 7600

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 6, Johannesburg, 2000.

LOSING DATE: 28 July 2006

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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. **The CV to be completed by all applicants is available on the DOJ website 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.