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Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE, GAUTENG
Private Bag X6, Johannesburg, 2000 • 16th Floor Carlton Centre, Commissioner Street,
JOHANNESBURG
Tel (011) 331 0440, Fax (011) 331 1062

Sub-Office File 2/1/5

14 JULY 2008

REFERENCE: 08/198/GP

**POST: DEPUTY DIRECTOR: FINANCE AND SUPPLY CHAIN
MANAGEMENT**

CENTRE: REGIONAL OFFICE: GAUTENG

PACKAGE: R 344 052 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Degree or diploma in Financial Management or equivalent qualification;
- Eight years relevant experience of which four years must be at management level;
- Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations and policies;
- Knowledge and practical experience of the Basic Accounting System, Persal, Supply Chain Management, Asset Management, Budgeting process in Government and Third Party Funds Trust ;
- Ability to work extended hours, when required;
- A valid drivers license

Skills and competencies:

- Planning and organization
- Ability to work under pressure;
- Good communication and interpersonal relations;
- Financial and Supply Chain Management skills;
- Sound analytical, statistical and problem solving skills;
- Computer literacy;
- Creative, innovative, flexible and highly motivated;
- Ability to work independently as well as with internal and external Clients;
- Strong leadership and management capabilities.

DUTIES:

- Management of Finance, Supply Chain Management and Assets functions at the Regional Office in line with the objective of achieving the departmental strategic goals.
- Manage compliance processes within Finance and Supply Chain Management framework.

- Ensure that the Province has a updated and accurate asset register
- Provide financial and supply chain management support to all courts in the Gauteng Province.;
- Manage the strategic financial planning (MTEF & MTSF) in relation to budgeting, budget allocation and division, forecasting, monitoring and reporting (monthly and quarterly) for the Province.
- Prepare and consolidate Annual financial statements for the Province in terms of the PFMA principles.
- Facilitate audits, compile and consolidate audit responses for the Province.
- Manage, evaluate, monitor all BAS reports to ensure clearance and reporting thereof.
- Compile, monitor and analyze financial reports for management;
- Responsible for training and development of staff performing financial functions.
- Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management.
- Compile and consolidate the monthly Third Party Fund Reconciliations for the Province.

ENQUIRIES: Mr. Anand Moodley ☎ (011) 223 7639.

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000

CLOSING DATE: **4 August 2008**
Applications received after the closing date will not be considered.

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.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE

