



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE GAUTENG
Private Bag X6, Johannesburg 2000 15 Floor Carlton Centre, Commissioner Street, JOHANNESBURG
Tel: (011) 223 7600, Fax: (011) 331 1062

Sub-Office File 2/1/5

25 August 2008

REFERENCE: 08/238/GP

POST: STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT

CENTRE: REGIONAL OFFICE, GAUTENG

SALARY: R117 501 – 136 419 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Bachelors degree or diploma in finance or Grade 12 plus minimum 5 (five) years experience in a financial environment.
- Knowledge and understanding, Supply Chain Management (procurement of goods and services) and Third Party Fund Account.
- Drivers license

Skills and Competencies:

- Ability to manage Accounting and Administration functions effectively;
- Basic Accounting;
- Computer literacy (MS Office);
- Excellent communication skills (written and verbal);
- Ability to work with stakeholders in a professional and empathetic manner;
- Good interpersonal relations;
- Accuracy and attention to detail.

DUTIES:

- Obtaining quotations from suppliers for goods and services and prepare documentation for approval.
- Cancellation of all incorrect orders for goods and services for the Province.
- Process all requests for booking of travel and accommodation.
- Follow to ensure all orders are delivered timeously and supplier's payments are processed within 30 days from receipt of invoice.
- Conduct daily checking of all records in office of the Cashier to ensure reconciliation of the Petty Cash Account.
- Ensure checking and authorisation of all payments / claims on BAS / PERSAL.
- Reconciliation and consolidation of Third Party Fund Account.

ENQUIRIES: Ms. M Jooste ☎ 011 223 7676

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

CLOSING DATE: 15 September 2008

**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 these positions.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE