



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE: LIMPOPO

Private Bag X 9526, POLOKWANE, 0700 - 92 Bokstreet, POLOKWANE, 0699.
Tel no 015-2872097/2975524/30/31/32, Fax no 015-2872163

Sub-Office File 2/1/5

08 February 2008

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

REFERENCE: 09/02/LMP

POST: CHIEF ACCOUNTING CLERK - CHECKING DIVISION

CENTRE: REGIONAL OFFICE: LIMPOPO

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

REQUIREMENTS:

- A Bachelor's Degree or equivalent qualification or Grade 12 with ten years relevant experience;
- Two years experience in financial environment
- Knowledge of DFI, PFMA and Treasury regulations will be an advantage
- A valid drivers' license

Skills and Competencies:

- Computer literacy (MS Office);
- Excellent Communication Skills (verbal and written);
- Good interpersonal relations and problem solving skills;
- Ability to work under pressure and work independently.

DUTIES:

- Co-ordinate and monitor the submission of Justice Deposit Account System (JDAS), MMT and Bank Reconciliations statements received from sub-offices.
- Entertain JDAS operational problems and interpret financial prescripts
- Analyse all audit enquiries received as well as inspection reports in order to identify existing problems in the execution of financial duties in the region.
- Facilitate training needs and arrange training.
- Maintain and monitor signing arrangements in sub-offices.
- Perform ad-hoc tasks from time to time.

ENQUIRIES: Mrs. E Kotze ☎ 015 287 2025

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

APPLICATIONS: **Separate applications must be made for each centre if applying for more than one post and failure to do this will result in consideration given to the first choice only.** Quoting the relevant reference number, direct your application to: **Postal address:** The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 **OR Physical address:** Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE: 03 March 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. **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.

DIRECTOR: HUMAN RESOURCE MANAGEMENT