



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

1 April 2008

POST

ASSISTANT DIRECTOR: BUDGET
REF 12/08/LMP

SALARY

R196 815 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE

Regional Office: Limpopo

REQUIREMENTS

A Bachelor's degree or equivalent qualification in finance and/or applicable experience; Knowledge of management and financial controls; Comprehensive knowledge of the PFMA and Treasury Regulations; Ability to maintain sound inter-Governmental, inter-Branch relations and interaction with other stakeholders.. **Skills and Competencies** Exceptional computer skills linked to budget execution and reporting; Interpersonal relations; Good Communication (verbal and written)

DUTIES

Assist with the compilation and control of the Department's budget and reporting; Assist with MTEF (including Monitoring of all Inputs); Assist with the costing of Strategic Planning of divisions; Assist with cash flow management of the Department; Costing of projects and departmental priorities; Manage the financial processes and procedures of variances, cost control and cost analysis programmes; Conduct training and make presentations; Staff management and coaching.

ENQUIRIES

Mrs. E Kotze ☎ 015 287 2025

APPLICATIONS

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

29 April 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

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

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application has been unsuccessful. The department reserves the right
not to fill these positions.

DEPUTY DIRECTOR: HUMAN RESOURCE
REGIONAL OFFICE: LIMPOPO