



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 11249, 24 BROWN STREET, NEDBANK CENTRE, NELSPRUIT, 1200
Tel (013) 753 9320, Fax (013) 752 2666

Sub-Office File 2/1/5

17 March 2008

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

REFERENCE: 08/12/MP

POST: CHIEF ACCOUNTING CLERK: INTERNAL AUDIT

CENTRE: REGIONAL OFFICE: NELSPRUIT

SALARY: R106 335 – 123 456 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A National Diploma or equivalent qualification in Commerce;
- Knowledge and understanding of Public Finance Management Act(PFMA), Treasury Regulations, Departmental Financial Instructions, Governor Brown and Supply Chain Management;
- Knowledge of Basic Accounting System (BAS) and Justice Yellow Pages (JYP) will be an advantage.
- A valid driver's license.

Skills and Competencies:

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

DUTIES:

- Administer capturing and balancing of monthly monies in trust in the region;
- Assist with MMTM as backlog team member when necessary;
- Assist with follow up on audit queries in the region;
- Assist with training in the office;
- Assist with the compliance of management of transactions in the region.
- Check all registers at intervals in the registry section;

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

ENQUIRIES: MR TR MNISI ☎ 013 753 9323

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X11249, Nelspruit, 1200
OR
Physical address: Application Box, Fourth Floor Reception, 24
Brown Street, Nedbank Centre, Nelspruit .

CLOSING DATE: 07 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 and identity document. **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.

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 RESOURCES