



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

VACANCIES

POST:	RE-ADVERTISEMENT: STATE ACCOUNTANT: BUDGETS, ACCOUNTS AND SYSTEMS
REF NO:	NC/11/08
CENTRE:	REGIONAL OFFICE KIMBERLEY

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

REQUIREMENTS:

- A Bachelor's degree in Commerce or equivalent qualification;
- Five years experience in budget, accounts and systems;
- Sound knowledge of BAS, PFMA, DFI and Treasury regulations;
- A valid driver's license.

Skills and competencies:

- Basic Accounting skills;
- Computer literacy (MS Office);
- Good communication (verbal & written);
- Ability to work under pressure;
- Good interpersonal relations;
- Attention to detail.

DUTIES:

- Prepare the budget for the Region;
- Co-ordinate budget estimates from sub-offices;
- Provide support and financial advise to line managers;
- Analyze and compile expenditure reports;
- Request and analyze BAS reports;
- Control and budget expenditure;
- Check and authorize sundry payments on BAS;
- Check and ensure banking of state monies;
- Compile monthly and quarterly reports.

ENQUIRIES: Ms C Cader @ 053 839 0000 (31)

APPLICATIONS: Quoting the relevant reference number, direct your application to: **Postal address:** The Regional Head: Justice and Constitutional Development, Private Bag

X6106, Kimberley, 8300.

OR

Physical address: Application Box, Seventh Floor, or room 7.50, New Public Building, c/o Knight and stead Street Kimberley

CLOSING DATE: 11 February 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 this position.