



**the doj & cd**

Department:  
Justice and Constitutional Development  
REPUBLIC OF SOUTH AFRICA

## VACANCIES

**POST: DEPUTY DIRECTOR: FINANCE**

**CENTRE: REGIONAL OFFICE KIMBERLEY**

**REF NO: NC/22/08**

**Salary** : R311 358 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**Requirements** : An appropriate recognized three year B-degree or equivalent qualification with Accounting as major; Extensive financial management experience; and Advanced knowledge of all applicable financial Acts and regulations.

**Skills and Competencies:** Proven managerial; Problem solving; Personal Management skills; Attention to detail; Computer literacy.

**Recommendations** : Knowledge of the Basic Accounting Systems (BAS) and Persal; Good planning, organizing and motivational skills; Ability to analyze problem areas and to initiate corrective measures; Advanced accounting skills; Good communication (written and verbal); Leadership skills at all levels and the ability to function independently.

**Duties** : Oversee and manage the Financial Accounting, Management Accounting and Supply Chain Management functions in the Department; Provide a support service to the Regional Head and other managers in the execution of their functions in terms of the Public Financial Management Act of 1999 and Treasury Regulations; Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management; Formulate creative and innovative solutions to enhance cost effectiveness and efficiency in output measures; Liaise with relevant stakeholders in the financial environment regarding transversal financial matters; Responsible for training and development of staff employed in the financial management; Assist the Regional Head in prevention of unauthorized irregular and fruitless expenditure.

**ENQUIRIES:** Ms C Cader ☎ (053) 839 0031.

**APPLICATIONS:** **If applying for more than one post, please state the name of the office as well as order of preference. One application per post.**

Quoting the relevant reference number, direct your application to:  
The Regional Head, Private Bag X6106, Kimberley, 8300.

**CLOSING DATE: 25 March 2008**

**NOTE:** Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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](http://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.



**People with disabilities are encouraged to apply.**