

POST:	CHIEF ACCOUNTING CLERK
CENTRE:	REGIONAL OFFICE, KIMBERLEY
REFERENCE:	NC/106/08

Salary R106 335 – R124 866 per annum. (The successful candidate will be required to sign a performance agreement).

Requirements A three year degree/diploma or equivalent qualification and two years experience in financial matters; or Grade 12 and 10 years experience in financial matters; Knowledge of financial prescripts used in the Department; Basic Accounting; Driver's licence; Good communication (verbal and written); Computer literacy (MS Word, Windows and Excel); Ability to work under pressure; Good interpersonal relations.

Duties Receive and register Trust Account reconciliation sheets; Handle telephonic and written queries in the Region; Assist offices telephonically regarding the balancing of Trust Accounts; Train officers in the Region i.r.o. Trust Accounts (telephonically or person to person); Keep Trust Account sub-files for each office; Ensure proper usage of resources and assets in the Region; Conduct office visits for verifying financial transactions of Vote and Trust Accounts; Conduct unscheduled office visits for investigation of losses, persistent financial problems, etc. and write reports; Check monthly Trust account bank reconciliation of sub-offices.

ENQUIRIES: Mr J Tope ☎ (053) 839 0060.

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, Kimberley.

CLOSING DATE: 20 June 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 as well as a detailed CV. A SAQA evaluation report must accompany foreign

qualifications. 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.