



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA
Tel (012) 315 1111, Fax (012) 315 1113

Sub-Office File 2/1/5

20 March 2008

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

REFERENCE: 08/123/SA

POST: CHIEF ACCOUNTING CLERK

CENTRE: STATE ATTORNEY, CAPE TOWN

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

REQUIREMENTS:

- Diploma in Accounting or equivalent qualification with 3 years experience or Senior Certificate with ten years appropriate and experience;
- Knowledge of the Basic Accounting System (BAS) and reports;
- Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations.

Skills and Competencies:

- Computer literacy;
- Good communication (written and verbal) skills;
- Supervising and training skills;
- Good Interpersonal skills;
- Able to work under pressure and able to solve problems.

THE FOLLOWING ATTRIBUTES WILL BE VALUED:

- Energy, courtesy and professional approach;
- Positive attitude.

DUTIES:

- Budgeting;
- Scrutiny and control of BAS system generated reports;
- Administer MMT and trust account, procurement and asset management;
- Daily checking of accounts section;
- Day to day maintenance (reporting);
- Supervising of personnel and controlling of work performance;
- Give training to sub-ordinates;
- Authorizing of sub-ordinates' work.

ENQUIRIES: Mr H Dreyer ☎ (021) 441 9219

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

APPLICATIONS: Quoting the relevant reference number, direct your application to:
Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.
OR
Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE: 14 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. A SAQA evaluation report must accompany foreign qualifications. **The CV to be typed and completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and this typed CV 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. Preference will be given to disability people.

Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. 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.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE