



# 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**

**25 July 2008**

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

**REFERENCE: 08/285/SA**

**POST: SENIOR ACCOUNTING CLERK**

**CENTRE: STATE ATTORNEY: PORT ELIZABETH**

**SALARY:** R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade 12 or equivalent qualification with mathematics and/or Accounting as a subject;
- Two years appropriate experience;
- Knowledge of Basic Accounting System (BAS), Departmental Financial Instruction (DFI), PERSAL and Public Finance Management Act (PFMA).

**Skills and Competencies**

- Computer literacy;
- Good interpersonal skills;
- Communication skills (verbal and written);
- Ability to work under pressure and be self-motivated.

**DUTIES:**

- Implement salary related allowances on PERSAL and BAS;
- Take-on and recovery of departmental depts.;
- Reconcile salary ledger accounts;
- Pay over of salary deductions to relevant institutions.

**ENQUIRIES:** Mr S Radebe ☎ (012) 357-8240

**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: 18 August 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. A SAQA evaluation report must accompany foreign qualifications. **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. This must be typed and 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 South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Preference will be given to the disabled, Indian/colored/white male or female. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process

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.

**CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE**