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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

01 August 2008

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

REFERENCE: 08/292/CFO

POST: STATE ACCOUNTANT: (4 POSTS)

CENTRE: NATIONAL OFFICE, PRETORIA

SALARY: R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A three year Degree/National Diploma in Finance;
- A least one year relevant experience.
- Knowledge of budgeting and expenditure control in Public Service;
- Knowledge of the Public Financial Management Act (PFMA), National Treasury Regulations, Basic Accounting Systems (BAS), PERSAL and Vulindlela will be an added advantage.

Skills and Competencies:

- Computer literacy (MS Office);
- Good communication (written and verbal) skills;
- Time Management skills;
- Accuracy and attention to detail.

DUTIES:

- Assist in preparing monthly and quarterly expenditure management process against the approved budget;
- Manage BAS code structure and confirm the correct allocations to the payment section;
- Ensure compliance with budgetary aspects as stipulated in the prescripts;
- Allocate, update and maintain the budget on BAS;
- Monitor expenditure allocations and amend erroneous allocations (Journals);
- Complete Estimate of National Expenditure (ENE), Adjustment Estimates and Medium Expenditure Framework (MTEF), Cash flow and Roll-over database;
- Assist in compiling and monitor expenditure trends against the budget and cash flow projections for the relevant branches in the Department;
- Monitor policies and procedures governing sound financial management.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

ENQUIRIES: Mr. M Mugodo ☎ (012) 357 8747

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: 25 August 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 completed by all applicants is available on the DOJ website 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 Resource policies of the Department will be taken into consideration. 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. 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