



# 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**

**08 August 2008**

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

**REFERENCE: 08/294/CFO**

**POST: ASSISTANT DIRECTOR: BUDGET & DECISION SUPPORT**

**CENTRE: NATIONAL OFFICE: PRETORIA**

**SALARY:** R217 482 – R252 483 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- A Bachelor's degree/National diploma in Finance;
- Three years experience in finance;
- Knowledge of budgeting and expenditure control in the Public Service;
- Knowledge of the Public Finance Management Act, Treasury Regulations, Basic Accounting Systems, PERSAL and Vulindlela will be an added advantage.

**Skills and Competencies:**

- Good Communication skills (written & verbal) skills;
- Advanced Excel Skill, Ms Word and Power-Point;
- Time management.

**DUTIES:**

- Prepare monthly and quarterly expenditure management reports against the approved budget of designated branches;
- Manage BAS allocations and ensure the correct allocations to the payment section;
- Ensure compliance with budget aspects as stipulated in the Public Finance Management Act, Treasury Regulations and Financial 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
- Compile 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 Mpho Mugodo ☎ (012) 315 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 Building, Pretoria, 0001.

**CLOSING DATE:** **01 September 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 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**