



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 2007

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

REFERENCE: 08/295/CFO

POST: ASSISTANT DIRECTOR: AGENCY SERVICES

CENTRE: NATIONAL OFFICE, PRETORIA

SALARY: R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate Bachelor's Degree or equivalent qualification;
- Three years relevant experience;
- Knowledge of the Public Finance Management Act (PFMA), National Treasury Regulations and BAS (especially in the public sector).

Skills and Competencies:

- Strong leadership and management capabilities;
- Planning, organizing and problem solving;
- Financial Management;
- Good Communication (verbal and written);
- Computer literacy (with focus on Excel);
- Ability to work under pressure and be self motivated;
- Accuracy and attention to detail.

DUTIES:

- Overall control and planning of the activities and performance of the allocated work sphere and resources within Agency Services;
- Ensure compliance with the applicable financial prescripts and legislation;
- Prepare and submit confirmation letters to client departments;
- Control status of the Agency Services reports;
- Liaise with client departments;
- Plan, co-ordinate, control, guide and train personnel and their activities;
- Provide daily reports to Deputy Director;
- Evaluate work performance of sub-ordinates.

ENQUIRIES: Mr M Mugodo ☎ (012) 357 8747

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: 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. 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 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