



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

15 August 2008

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

REFERENCE: 08/307/MAS

POST: ASSISTANT DIRECTOR: 1st LEG

CENTRE: MASTER OF THE HIGH COURT, GRAHAMSTOWN

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

REQUIREMENTS:

- Bachelor's degree or equivalent qualification in Finance (Accountancy);
- Three years relevant experience;
- Knowledge of Public Finance Management Act (PFMA), Treasury regulations. Departmental Financial Instructions (DFI), Public Service Act and other legislation prescripts;
- Experience in government Finance will be a recommendation;
- A valid driver's license.

Skills and Competencies:

- Managerial and supervisory skills;
- Planning and organizing (including Time Management);
- Strong leadership qualities;
- Problem solving and decision making skills;
- Ability to interpret and apply policy;
- Computer literacy (MS Office);
- Strong Communication skills;
- Ability to motivate and direct people;
- Team work orientated;
- Ability to work under pressure and independently in a highly pressurized environment

DUTIES:

- Oversee verification of applications received and ensure daily payments, cheque details and cheque numbers;
- Administer and manage Guardians Fund and compile reconciliation statement;
- Ensure approve/disapproved payments
- Prepare report on fraud cases and interest losses;
- Manage and supervise Guardians Fund staff;
- Represent Masters Office relations with the stakeholders;
- Attend to Stale Cheques;
- Check and verify Guardians Fund, Banking and Financial Registers and Reports;

**TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND
CONSTITUTIONAL DEVELOPMENT**

- Compile Statistics by recording work done on a daily, weekly as well as monthly basis.

ENQUIRIES: Mr G Masingi ☎ 012 315 1893

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, 0001.

CLOSING DATE: **08 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.

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