



# 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**

**22 August 2008**

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

**REFERENCE: 08/326/CFO**

**POST: STATE ACCOUNTANT: THIRD PARTY FUNDS  
(MANAGEMENT OF MONIES TRUST)**

**CENTRE: NATIONAL OFFICE, PRETORIA**

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

### **REQUIREMENTS:**

- B.Com Degree or equivalent qualification in finance;
- At least one year relevant experience;
- Advanced MS Excel course completed.
- Knowledge of the Public Finance Management Act and the National Treasury Regulations;

### **The following will serve as recommendations:**

- Experience in Third Party Funds administration at National or Regional level;
- Conversant in as many official languages as possible;
- Experience in bank and cashbook reconciliations;
- Experience on the Justice Deposit Account System (JDAS) will be an advantage.

### **Skills and Competencies:**

- Good communication (written and verbal) skills;
- Planning and organizing skills;
- Problem solving skills;
- Computer literacy and spreadsheet skills (will be tested);
- Ability to work under pressure and meet daily deadlines;
- Accuracy and attention to detail.

### **DUTIES:**

- Responsible for the payment, checking and authorization of maintenance beneficiary and Guardian's Fund payments through Electronic Funds Transfer (EFT);
- Check and authorize internal and external transfer of funds;

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

- Preparation and/or checking of bank reconciliations for main, interest and bank charges accounts and ensuring that all monies due to SARS in these accounts are paid over to the Vote Account monthly;
- Act as supervisor of Chief Accounting Clerks, Senior Accounting Clerks and Accounting Clerks by inter alia, allocating work, ensuring orderliness in work performance, quality and turnover, ensuring office discipline and providing on the job training to sub-ordinates;
- Provide daily, weekly and monthly reports to the Assistant Director;
- Ensure adherence to all applicable legislation, regulations, instructions, delegations and other prescripts;
- Verification, follow-up and compilation of monthly returns
- Assist with the compilation of monthly and Annual Financial Statements;
- Provide inputs on changes to the Departmental Financial Instructions as far as Third Party Funds is concerned;
- Management of signing authorities on departmental bank accounts in respect of Third Party Funds;
- Manage monthly confirmation of bank balances;
- Investigate and report weekly and monthly on exceptions on departmental bank accounts and monthly returns received from offices;
- Assist with the maintenance of the bank accounts database;
- Obtain financial management reports JDAS/JMIS;
- Monitor progress on investigations into all fraud, theft and losses of Third Party Funds;
- Report on bank reconciliations not committed on JDAS;
- Manage procurement and payments for the Chief Directorate in terms of Departmental delegations;
- Assist with and manage asset management for the Chief Directorate;
- Assist with responses to all Internal and External Audit queries;
- Manage the writing-off irrecoverable deferred fines;
- Assist with and offer support to the Management of Monies in Trust Public Private Partnership as and when requested to do so;
- Any other duties assigned.

**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:** **15 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**