



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X2033, MMABATHO, 2735 – Tirelo Building, Dr. Albert Luthuli Drive, MMABATHO.
Tel: (018) 389 8302, Fax: (018) 384 2406

Sub-Office File 2/1/5

25 January 2008

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

REFERENCE: 08/VA15/NW

POST: ASSISTANT DIRECTOR (FINANCIAL OPERATIONS MANAGER)

CENTRE: RUSTENBURG CLUSTER – NORTH WEST

SALARY: R157 686- R183 066 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate financial management degree/three year diploma or equivalent qualification and/or applicable experience in the finance field;
- A valid drivers' licence;
- At least three years in the financial field;
- Knowledge of the BAS accounting software, JDAS, PERSAL, PFMA, Treasury Regulations, Budgets and Procurement;
- Computer literacy;
- Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations;
- A thorough understanding and knowledge of the Department's various branches will be an advantage.

DUTIES:

- Manage and ensure application of the prescribed financial procedures and methods;
- Supervise the activities of subordinates entrusted with inter alia, the care of accounts vouchers, documents, financial planning and budgeting, report on budget deviations, cost control and cost analysis programmes, internal control and financial administration;
- Define and introduce financial control, procedures and methods according to the programme in order to protect the State assets and resources;
- Ensure by inspection that such procedures and methods are being followed , report on findings and recommend improvements/changes where necessary;
- Control the level of training of personnel concerned with financial administration on the basis of findings and recommend remedial training where necessary;

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- Perform other duties as required by the Regional Financial Director.

ENQUIRIES: Job specific enquiries may be directed to Mr. J Makutle at ☎ (018) 389 8302/4 between 8:00 and 15:45, Monday to Friday.

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X2033, Mmabatho, 2735 for the attention of Mr. M L Moetanalo.

CLOSING DATE: **18 February 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. **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 and must 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

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.

DIRECTOR: HUMAN RESOURCES MANAGEMENT

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT