



# 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**

**07 February 2008**

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

**REFERENCE: 08/VA21/NW**

**POST: STATE ACCOUNTANT (Asset Management)**

**CENTRE: REGIONAL OFFICE - MMABATHO**

**SALARY:** R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.

**Requirements:**

- Bachelor's degree/national diploma in commerce or equivalent qualification;
- Five years experience in budgeting and accounting systems;
- Knowledge of financial prescripts used in the Department;
- Sound knowledge of JYP, BAS, PFMA DFI and Treasury Regulations;
- A valid drivers licence

**Skills and competencies:**

- Basic accounting skills;
- Good communication skills ( verbal and written);
- Computer literacy (MS Office)
- Ability to work under pressure;
- Administrative and organizational skills;
- Sound interpersonal relations;
- Good filing skills;
- Accuracy and attention to detail.

**Duties:**

- Ensure asset planning, utilization, monitoring and auditing processes for the region;
- Manage the assets periodic physical verification process for the region;
- Manage the asset register for the region;
- Participate in the internal and external asset audits;
- Reconcile capital expenditure reports with asset register;
- Manage the disposal of assets process for the region
- Provide training to personnel on asset management;
- Compile management reports.

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

**ENQUIRIES:** Mr. M L Moetanalo at ☎ (018) 389 8362.

**APPLICATIONS:** Quoting the relevant reference number, direct your application to:  
The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at Tirelo Building, Dr. Albert Luthuli Drive, Mmabatho.

**CLOSING DATE:** **25 February 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. **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 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**

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