



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

04 July 2008

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

REFERENCE: 08/VA66/NW

POST: ASSISTANT DIRECTOR - EXPENDITURE

CENTRE: REGIONAL OFFICE – NORTH WEST.

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

Requirements:

- A three-year Bachelor's Degree/ National diploma in the financial or Commercial field;
- At least three years experience in Expenditure Management as well as practical knowledge of PERSAL and BAS;
- Knowledge of PFMA, Treasury Regulations and DFI;
- A valid drivers' licence;

The following will serve as a strong recommendation

- Extensive proven competence and appropriate experience in respect of finance.

Skills and competencies:

- Supervisory and managerial capabilities;
- Strategic capability;
- Computer literacy (MS Office);
- Good communication skills (verbal and written);
- General Office and Project Management;
- Sound financial management;
- Exceptional report writing;
- Good interpersonal relations;
- Strong analytical skills and assertiveness;
- Self- motivated and ability to work under pressure;
- Accuracy and attention to detail.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Duties:

- Management of the payroll and implementation of salary deductions in the region;
- Manage miscellaneous payments and the collection of departmental debts in the region ;
- Provide support function in terms of allocating PERSAL and BAS functions to respective users;
- Review and evaluate work performance of staff under supervision;
- Ensure adherence to all applicable prescripts and regulations.
- Analyse, determine financial training needs in the region and facilitate training;
- Develop and implement customer service improvement strategies;
- Manage/Support the projects intended to improve financial management;
- Manage the communication and relations with the internal and external stakeholders.

ENQUIRIES: Mr. Lazarus Moetanalo at ☎ (018) 389 8362.

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X2033, Mmabatho, 2735.

CLOSING DATE: **04 August 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

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