

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

*The DOJ&CD 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*

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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** : 13 October 2017
- NOTE** : Interested applicants may visit the following website: [www.justice.gov.za](http://www.justice.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) to view the full job specification of the above positions. 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). A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates 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 these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POST

- POST 39/15** : **DEPUTY DIRECTOR: FINANCIAL REPORTING SERVICES: REF NO: 17/29/CFO**
- SALARY** : R657 558 – R774 576 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : A Bachelor's Degree or National Diploma (NQF level 6) in Financial Accounting qualification; A minimum of 5 years relevant experience in financial accounting/ management environment of which a minimum of 3 years should be at management level; Experience in the compilation of Internal/ Annual Financial statements according to Modified Cash Standards; Knowledge of Public Finance Management Act and Treasury Regulations/ Departmental Delegations and DFI; Knowledge of SCM prescripts and BAS; A valid driver's licence. Skills and Competencies: Communication skills; Basic numeric skills and interpersonal skills; Computer literacy; Ability to work under pressure; Analytical and problem solving skills; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Manage and oversee receiving of inputs, validation and preparation of Interim/ Annual Financial Statements; Manage and oversee the facilitation of the audit process of the Interim/ Annual Financial Statements; Manage and oversee the reconciliation of creditors and ensuring payments; Provide guidance and training on Interim/ Annual Financial Statements inputs to end users; Compile monthly and quarterly management reports; Manage and oversee the agency services relating to collection of interdepartments debts emanating from

**ENQUIRIES**

services offered to other departments; Manage other adhoc accounting functions;  
Provide effective people management.  
: Ms E. Zeekoei Tel no: (012) 315 1436