

ANNEXURE H

DEPARTMENT OF JUSTICE & 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. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of 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** : 12 February 2018
- NOTE** : Interested applicants may visit the following website: www.justice.gov.za or 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. 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 and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. 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 04/29** : **STATE ACCOUNTANT 3 POSTS REF NO: 18/01/CFO**
12 Months Contract appointment
- SALARY** : R226 611 + 37% = R310 457 in lieu of benefits per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office Pretoria,
- REQUIREMENTS** : An appropriate 3 years Degree/National Diploma in Financial Accounting/Financial Management; A minimum of 1 year relevant experience in Internal Control/Financial Accounting/Auditing; Knowledge of Financial Provisioning and/or Administration procedures and processes; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and other legislative prescripts. Skills and Competencies: Computer literacy (MS Word, Excel, BAS, SCM systems and Persal); Planning and organizing skills; Good interpersonal relations and communication skills (written and verbal); Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Analytical skills; Ability to analyze and solve problems. Duties: Key Performance Areas: Analyse payments, orders and journals made by the department; Prevent re-occurrence of non-compliance; Detect, investigate and report possible, irregular, unauthorized, fruitless and wasteful expenditure; Review all Petty Cash at Head Office to ensure compliance to prescripts; Keep statistics of work performed for reporting purposes; Detect and investigate internal control weakness in identified areas and make recommendations.
- ENQUIRIES** : Ms E. Sebelebele 📞 Tel: (012) 357 - 8662