

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: 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** : 27 July 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. 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. 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.

MANAGEMENT ECHELON

- POST 28/13** : **DIRECTOR: ASSET MANAGEMENT: REF NO: 18/60/CFO**
(Re-Advertisement: Previous Applicants need to Re-apply)
(12 Months Contract Appointment)
- SALARY** : R948 174 – R1 116 918 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
A Degree in Financial Management, Asset Management field (NQF level 7) or equivalent as recognized by SAQA; 6 years' experience in Asset Management environment of which 5 years should be at middle/senior management level; Knowledge of Public Finance Management Act, Treasury Regulations and other relevant prescripts; Knowledge of Supply Chain Management within the Public Sector. Skills and Competencies: Strategic Financial Management skills; Strategic Leadership capability; Communication skills (verbal & written); Computer literacy; Project Management skills; Research and Resource Management skills; Strategic Change and risk management; Presentation and facilitation skills.
- DUTIES** : Ensure a complete, accurate and consolidated asset register for owned & leased assets; Manage and oversee the disposal process within the Department; Monthly reconciliation between the Basic Accounting System (BAS), Procurement System and the Asset Register; Provide accurate and complete financial information for compilation of the

ENQUIRIES

: financial statements pertaining to leases and owned assets; Manage the Directorate according to defined management functions and standards.
Ms. S. Bezuidenhout Tel No: (012) 315 1090