

DEPARTMENT OF JUSTICE AND 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.

CLOSING DATE : 03 December 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 license 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. Reasonable accommodation shall be applied for People with Disabilities including where drivers license 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.

OTHER POSTS

POST 46/24 : **HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 18/210/HR**

SALARY : R242 475 – R285 630 per annum
CENTRE : National Office, Pretoria
REQUIREMENTS : 3 years relevant Degree or National Diploma in HRM/Development; Knowledge of Skills Development Act, Skills Development Levies Act, Employment Equity Act, SAQA and understanding of SETA functions and requirements; Understanding of principle of Adult learning, Human Resource policies and prescripts; A valid driver's license will be an added advantage. Skills and Competencies: Analytical and decision-making skills; Computer literacy MS Office; Communication skills Verbal and written; Presentation and Facilitations skills; Policy development skills; Problem solving and sound judgment; Self-initiator, innovative.

DUTIES : Key Performance Areas: Provide advice and guidance on development, maintenance, administration of education and training programmes; Develop and maintain implementation of learnerships administration internship and mentorship programmes; Implement policies on education training programmes; Assist in development of Human Resource Development policy and procedures.

ENQUIRIES APPLICATIONS : Ms. N Joseph ☎ 012 357 8646
 : 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.

NOTE : The successful candidate will be required to sign a performance Agreement. People with disability are encouraged to apply

POST 46/25 : **STATE ACCOUNTANT: AUDIT FACILITATION REF NO: 18/56/FS**

SALARY : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE : Regional Office, Bloemfontein

- REQUIREMENTS** : Grade12 plus an appropriate tertiary qualification in finance or audit related fields of study; Relevant experience in finance or related field; Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations and Departmental Financial Instructions; Experience in audit facilitation functions will serve as an advantage; A valid driver's license; Skills and Competencies: Computer literacy (MS Word, Excel, Outlook and Persal; Good communication written and verbal skills; Ability to work correctly, neatly and under pressure; Perusal and analysis of audit reports and management comments; Facilitation and minutes – taking skills.
- DUTIES** : Key Performance Areas: Effectively manage the regional audit process to prevent limitations of scope issues; Arrange and facilitate audit steering committee meetings, including minutes taking and distributions; Exercise quality control over audit responses, collation of responses and ensure signing-off of responses by management prior to submission to Auditors within stipulated time frames; Identify audit issues for incorporation in the annual audit action plans; Manage /facilitate regional audit action plans; Perform monthly audit tests on issues raise in the Audit-General report to ensure corrective measures are implemented to prevent re-occurrence; Visits to offices to conduct inspections in loco on financial and related matters; Any other reasonable services / duties assigned by seniors from time to time.
- ENQUIRIES** : Ms N Dywili ☎ 051 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.