



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

VACANCIES

RE-ADVERTISEMENT

POST: PRINCIPAL PERSONNEL OFFICER (1 POST)
CENTRE: REGIONAL OFFICE KIMBERLEY
REF NO: NC/21/07

SALARY: R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Bachelors Degree or equivalent and four years administrative experience or Grade 12 and ten years administrative experience;
- Knowledge of service benefits will be an advantage.

Skills and competencies:

- Computer literacy (MS Office and PERSAL);
- Communication skills(verbal and written);
- Conceptualizing, analyzing;
- Organizing;
- Accuracy and attention to detail.

DUTIES:

- Supervise the administration of all Service Benefit functions:
- Transactions on the PERSAL system,
- Payment advices,
- Check written submissions of subordinates,
- Prepare correspondence;
- Prepare submissions for consideration by delegated authority;
- Report on service delivery performance;
- Respond to enquiries of clients, both verbally and in writing;
- Assist clients with regard to Service Benefit processes;
- Gather information to compile statistics;
- Train subordinate

APPLICATIONS: Applicants that previously applied for above 2 posts need not re-apply.

ENQUIRIES : Ms C Cader (053) 839 0031

If applying for more than one post, please state the name of the office as well as order of preference. One application per post.

Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X6106, Kimberley, 8300.

CLOSING DATE: 17 September 2007

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.