



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE: NORTHERN CAPE

Private Bag X 6106, KIMBERLEY, 8300 • Cnr. Stead & Knight Street, KIMBERLEY
Tel (053) 839 0000, Fax (053) 832 5945

File: 2/1/5

6 November 2007

VACANCY CIRCULAR

VACANCIES

(Regional Office File 6/4/2/1)

REFERENCE: 07/86/NC

POST

ADMINISTRATIVE OFFICER (Office Manager)

CENTRE

MAGISTRATE'S OFFICE: SUTHERLAND

SALARY

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

REQUIREMENTS

An appropriate Bachelor's degree or equivalent qualification and four years experience OR Grade 12 and ten years administrative experience in Office and District Administration and the Departmental Financial Management systems.

Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail.

DUTIES

Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.

ENQUIRIES

Ms C Cader ☎ 053 839 0031

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

APPLICATIONS/ADDRESS Quoting the relevant reference number, direct your application to:
Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300.
OR Physical address: Application Box, Seventh Floor, or room 7.50, New Public Building, c/o Knight and Stead Street Kimberley

CLOSING DATE **26 November 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.