



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

VACANCIES

POST: SENIOR ADMINISTRATION CLERK

**CENTRES: MAGISTRATES OFFICES: KAKAMAS (1 POST)
REF: NC/88/07
UPINGTON (2 POSTS) REF: NC/87/07**

SALARY: R58 289 – R67 667 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- Two years administrative experience.

Skills and Competencies:

- Excellent Communication (verbal and written);
- Good interpersonal relations;
- Accuracy and attention to detail.
- Computer literacy (MS Word);
- Problem solving

DUTIES:

- Handle routine work done at the office;
- Deal with correspondence;
- Maintain records;
- Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

APPLICATIONS: 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.