



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 9065, EAST LONDON, 5241 • 3 Philip Frame Road, Waverley Park, Chisselhurst, EAST LONDON
Tel 043 207 7000, Fax 043 721 2215

Sub-Office File 2/1/5

7 March 2008

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

REFERENCE: 08/44/EC

POST: ADMINISTRATION OFFICER (OFFICE MANAGER)

CENTRE: MAGISTRATE, STEYNSBURG

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

REQUIREMENTS:

- A Bachelor's degree in Administration or equivalent qualification and/or ten years relevant experience in the Courts and the Departmental Financial Management systems;
- A valid code B drivers' license.

Skills and competencies:

- Computer literacy (MS Office);
- Good communication (written and verbal);
- Good interpersonal relations;
- Ability to work under pressure;
- Attention to detail.

DUTIES:

- Act as Head of Office;
- Execute a variety of administrative tasks pertaining to render administrative support to line functionaries;
- General supervision of clerical staff;
- Formal disciplinary matters;
- Manage the Performance Management System in the office;
- Draft memorandums, submissions and reports;
- Compile statistics to indicate performance and trends;
- Render advice/assistance in a wide spectrum of matters within occupational class context, e.g. interpreting of statutes/provisions, budgeting, maintenance, legal advice, plan actions and special projects.
- Manage Finances at office by complying with PFMA, DFI and other instructions issued from time to time by CFO;

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- Control staff dealing with finances in office;
- Manage and develop human resources by maintaining discipline and resolving complaints and grievances;
- Check all tasks performed by administrative staff on a daily basis.

ENQUIRIES: Ms N Ndamase ☎ (043) 702 7000

APPLICATIONS: **If applying for more than one centre, please list in order of preference.**

Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X9065, East London, 5200.

CLOSING DATE: **31 March 2008**

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.

DIRECTOR: HUMAN RESOURCES: REGIONAL OFFICE, EAST LONDON