



# 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**

**11 April 2008**

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

**REFERENCE: 08/88/EC**

**POST: ADMINISTRATION OFFICER**

**CENTRE: MAGISTRATE, COFIMVABA**

**SALARY:** R106 335 – 123 456 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- A Bachelor's degree or equivalent qualifications and 3 years relevant experience in accounts/finance or 10 years experience in the Courts of which 3 years should be relevant experience in accounts/finance ;
- Knowledge of the PFMA and PMS.

**Skills and competencies:**

- Computer literacy (MS Office);
- Good communication (written and verbal);
- Good interpersonal relations;
- Ability to work under pressure;
- Knowledge of the Performance Management System;
- Attention to detail.

**DUTIES:**

- Exercise control over Monies in Trust and Vote Account and Criminal Court;
- General supervision of clerical staff;
- Check S & T claims;
- Manage documents and maintain records related to accounts section;
- Manage the Performance Management System of his/her section;
- Facilitate training and development of subordinates and any other duties that may be necessary for the smooth running of the office;
- Responsible for assets and fleet control;
- Custody of reserve stock;
- Compile statistics and reports;
- Check all tasks performed by administrative staff on a daily basis;

**TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

- Responsible for human resources matters;
- Custody and control over stationary stock using JYP;
- Perform a variety of routine tasks that are related to the activities of the Department.

**ENQUIRIES:** Mr. Mac Master ☎ (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:** 5 May 2008

**NOTE:** Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za). Applications should be accompanied by certified copies of qualifications and identity document. **The CV to be completed by all applicants is available on the DOJ website [www.doj.gov.za](http://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**