



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE, GAUTENG
Private Bag X6, Johannesburg, 2000 • 15th Floor Carlton Centre,
Commissioner Street, JOHANNESBURG
Tel (011) 223 7600, Fax (011) 331 1062

Sub-Office File 2/1/5

15 June 2008

REFERENCE: 08/CONTRACT/ADM - OFF/R/O GAUTENG

POST: ADMINISTRATIVE OFFICER (1 POST)

CENTRE: REGIONAL OFFICE, GAUTENG

SALARY: R106 335 – R123 456 + 37% Lieu of benefits per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate Bachelor's degree or equivalent qualification or Grade 12 certificate with five years experience in Office and District Administration,
- Sound knowledge of Human Resources Management and Record / Archive Management

Skills and competencies:

- Effective communication (Good command of English language, both written and verbal).
- Computer Literacy (MS Office especially Outlook)
- Analytical thinking
- Good interpersonal relations
- Ability to work as part of a team as well as individually and cope under pressure
- Self-motivated, attention to detail and quick learner,
- Planning and organizational skills

DUTIES:

- Render an effective and efficient administrative services in the office of the Chief Magistrate
- Manage the diary of the Chief Magistrate
- Manage and coordinate travel arrangements of the Chief Magistrate
- Manage, coordinate and arrange all meetings of the Chief Magistrate
- Manage and coordinate all stats of Magistrates
- Complete and submit all S&T claims by Chief Magistrate
- Act as a Secretary for the local Judicial Committee

- Safe keeping of records
- Tracking and posting of e-mails
- Keeping record of Chief Magistrate's court work – court book, notes etc
- Minutes
- Research on legislation and provide relevant legal position.

ENQUIRIES: Ms. Z Chiloane ☎ (011) 223 7600

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

CLOSING DATE: 07 July 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) and the staffing policy of the Department of Justice will be taken into consideration.

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/these position(s).

DIRECTOR: HUMAN RESOURCES