



# the doj & cd

Department:  
Justice and Constitutional Development  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X 6, JOHANNESBURG, 0001 • 15th Floor, Carlton , JOHANNESBURG  
Tel (011) 223 7600, Fax (011) 331 0452 / 1062

**4 July 2008**

**REFERENCE: 08/CONTRACT/ADMINISTRATIVE OFF/PTA/GP**

**POST: ADMINISTRATIVE OFFICER (1 POST)  
6 MONTHS CONTRACT**

**CENTRE: MAGISTRATE PRETORIA**

**SALARY:** R117 501 – R136 419 per annum. The successful candidate will be required to sign a contract of appointment.

**REQUIREMENTS:**

- A Bachelor's degree or equivalent qualification or Grade 12 certificate with ten years experience in Courts and the Departmental Financial Management.
- Sound knowledge of Human Resource Management, Financial Management, Budget control, Asset and Facility Management, Supply Chain Management and Risk Management.

**Skills and Competencies:**

- Effective communication ((Good command of English language, both written & 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 effective and efficient administrative services and office support to the Office of the Area Court Manager.
- Manage the Area Court Manager's office and diary.
  - Facilitate visitors and telephone calls of the Area Court Manager.
  - Organise and co-ordinate meetings on request of the Area Court Manager record the proceeding of such meetings and compile and distribute minutes thereafter.
  - Follow-up on decisions taken in meeting with all relevant stakeholders.

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

- Follow up and track responses as required, within the necessary deadlines with Court Managers, or in the absence of the Area Court Manager, on instruction.
- Take dictation and draft letters and faxes on request from Area Court Manager.
- Compile and draft memos for consideration by the Area Court Manager
- Implement an Electronic document filing and document management in the office of the Area Court Manager.
- Manage the inventory of the office.
- File documents according to the filing system of the department.
- Render logistical support to the office of the Area Court Manager.
- Consolidate reports, as and when requested by the Area Court Manager's
- Perform any other related duties as requested.

**ENQUIRIES: MS N BOODHOO (012) 319- 4000**

**CLOSING DATE: 18 August 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, identity document and driver's license. **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.

**IMPORTANT Applications must be hand delivered to the Magistrate Pretoria attention: Ms N Boodhoo or Ms M Ballakistan. Only applications submitted as stated will 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 these positions.

**DIRECTOR: HUMAN RESOURCE**