



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE, GAUTENG
Private Bag X6, Johannesburg, 2000 • 16th Floor Carlton Centre,
Commissioner Street, JOHANNESBURG
Tel (011) 223 7600, Fax (011) 331 1062

Sub-Office File 2/1/5

11 June 2008

REFERENCE: 08/181/GP

**POST: SENIOR ADMINISTRATION CLERK
(2 POSTS)**

CENTRE: MAGISTRATE PRETORIA

SALARY: R58 290 – R67 668 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:

- Computer literacy (MS Office).
- Good communication skills (verbal and written);
- Problem solving.
- Good interpersonal relations.
- Attention to detail.

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.

ENQUIRIES: Ms. M Ballakistan ☎ (012) 319 4035

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

CLOSING DATE: 4 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