



# 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) 331 0440, Fax (011) 331 1062

**Sub-Office File 2/1/5**

**June 2008**

**REFERENCE: 08/184/GP**

**POST: FOOD SERVICES AID (1 POST)**

**CENTRE: MAGISTRATE BRAKPAN**

**SALARY:** R38 610 – R43 062 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Basic literacy ABET.
- Must be able to read and write;

**Skills and Competencies:**

- Excellent Communication (verbal and written).
- Good interpersonal relations.
- Accuracy and attention to detail.

**DUTIES:**

- The successful candidate will be responsible for the serving of food, tea, coffee, washing of cups and cleaning the kitchen.

**ENQUIRIES:** Ms. A Van Zyl ☎ (011) 746 8300

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

**CLOSING DATE: 28 June 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.

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/these position(s).

**DIRECTOR: HUMAN RESOURCES**