



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

7 July 2008

REFERENCE: 08/193/GP

POST: SENIOR TELECOM OPERATOR (1 POST)

CENTRE: MAGISTRATE BRAKPAN

SALARY: R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification.
- Two years' experience as a telecom operator.

Skills and competencies:

- Computer literacy.
- Able to work under pressure.
- Good communication (written and verbal).
- Interpersonal relations.

DUTIES:

- Handle incoming and outgoing calls, transfer calls, take and convey messages.
- Ensure that the switchboard is manned at all times and that customers (inside and outside) are attended to without delay.
- Attend to all other duties that may be required to do from time to time.

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 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), 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