



## 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

7 July 2008

**REFERENCE: 08/ 197/GP**

**POST: WEB MASTER (THREE YEARS CONTRACT)**

**CENTRE: CONSTITUTIONAL COURT, JOHANNESBURG**

**SALARY:** R145 920 – R169 410 per annum + 37% in lieu of benefits. **The post is for three years fixed contract.** The successful candidate will be required to sign a performance agreement.

### **REQUIREMENTS:**

- Related IT qualification plus relevant experience;
- Open Source Environment, Unix, Library Systems, PDF tools, MS Word, Contents Management Software, Federated Search, Web Publishing Tools, Web based Security and Workflow Processing;
- Experience in end-user training;
- Short listed candidates will be required to pass a technical test.

### **Skills and competencies:**

- Solid communication skills (written and verbal);
- Accuracy and attention to detail;
- Creative and innovative.

### **DUTIES:**

- The successful candidate will report to the Deputy-Director, Library Services at the Court;
- Publish, maintain and update information in digital format on the Court's Intranet and Virtual Library website;
- Co-ordinate access to remote electronic resources by handling security, access and authentication matters, including the setting up of passwords;
- Maintain, add and update web-links as required;
- Generate reports and manage systems administration functions and procedures;

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

- Develop and update written procedures for established and new processes;
- Design and conduct training programs for court and library staff, and for external users;
- Liaise with network IT staff regarding back-ups of library files;
- Scan and load material for inclusion in the Court's digital collection.

**ENQUIRIES:** Mr V Misser ☎ (011) 359 7458

**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](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) 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 position.

**CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE**