



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

Sub-Office File 2/1/5

31 July 2008

REFERENCE: 08/214/ /GP

POST: ADMINISTRATIVE OFFICER (1 POST)

CENTRE: FAMILY ADVOCATE JOHANNESBURG

SALARY: R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate Bachelor's degree or equivalent qualification and three years relevant experience or Grade 12 plus ten years experience in Office and District Administration, knowledge of Departmental Financial Instructions and financial control measures;
- Extensive knowledge on the medium term expenditure framework;
- A driver's license will serve as an advantage.

Skills and competencies:

- Computer Literacy.
- Excellent Communication (verbal and written).
- Good interpersonal relations.
- Problem solving.
- Customer orientation.
- Proven Managerial and Leadership.

DUTIES:

- Exercise control over duties related to Clerk of Criminal Court.
- General supervision of clerical staff.
- Formal disciplinary matters.
- Management of the Performance System.
- Drafting of memoranda, submissions and reports.
- Compile statistics to show performance and trends.
- Render advice/assistance on a wide spectrum of matters.

- Check diverse documents and work performance by co-workers for completion and correctness.
- Document management and maintaining of prescripts and records related to the functions of the Department.
- Facilitate training and development of clerical personnel and any other duties that may be necessary for the smooth running of the office.
- Control, utilization and maintenance of the assets and accommodation of the Department.
- Take minutes and take control of case flow management;
- Handle correspondence.
- Perform a variety of routine duties that are related to the activities of the Department.

ENQUIRIES: Ms. MD Ntsoko 📞 (011) 333 3724

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

CLOSING DATE: **25 August 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