



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE: GAUTENG
Private Bag X 6, JOHANNESBURG, 2000 • Carlton Centre, Cnr Commissioner and Von Willigh
Street, JOHANNESBURG
Tel (011) 223 7600, Fax (011) 331 1062

Sub-Office File 2/1/5

11 August 2008

REFERENCE: 08/229/GP

POST: MESSENGER (1 POST)

CENTRE: LABOUR COURT, PORT ELISABETH

SALARY: R47 787 – R53 316 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification.
- Valid driver's license.

Skills and Competencies:

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

DUTIES:

- Collect and deliver post/parcels at the post office.
- Collect and deliver stationary/documents.
- Photocopy official documents.
- Drive and keep vehicle in clean and good condition.
- Assist with general office duties.
- Send and receive faxes.

ENQUIRIES: Ms. NF Ntuli ☎ (011) 359 5760

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 (**Please note all applications should be sent to the postal address provided and not to the Regional Office: Port Elisabeth**)

CLOSING DATE: 01 September 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 position.

DIRECTOR: HUMAN RESOURCE