



# 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

22 August 2008

**REFERENCE:** 08/231/GP

**POST:** CHIEF ADMINISTRATION CLERK (1 POST)  
RE-ADVERTISEMENT (Candidates who previously applied need to re-apply)

**CENTRE:** MAGISTRATE DAVEYTON

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

### REQUIREMENTS:

- A Bachelor's Degree or equivalent qualification or Grade 12 with ten years relevant experience;
- Knowledge of BAS, PFMA, DFI, JDAS, JYP and Transport Policies.
- Sound knowledge of Human Resources, Financial, Asset and Risk Management.
- A driver's license will serve as an advantage.

### Skills and Competencies:

- Computer literacy (MS Office).
- Good Communication (verbal and written).
- Good interpersonal relations and problem solving skills.
- Ability to work under pressure and work independently.

### DUTIES:

- Render efficient and effective support to the courts.
- Maintain discipline and resolve complaints and grievances.
- Manage the Performance Management System in the office.
- Draft memoranda, submissions and reports.
- Control utilization and maintain the assets and accommodation of the office.

**ENQUIRIES:** Ms. TE Mashalaba ☎ (011) 746 7600

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

**CLOSING DATE:** 15 September 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 these positions.

**DIRECTOR: HUMAN RESOURCE**