



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE, GAUTENG
Private Bag X6, Johannesburg, 2000 • 16th Floor Carlton Centre, Commissioner Street, JOHANNESBURG
Tel (011) 331 0440, Fax (011) 331 1062

Sub-Office File 2/1/5

22 August 2008

REFERENCE: 08/234/GP

POST: SENIOR TYPIST (2 POSTS)

CENTRE: MAGISTRATE BENONI

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

REQUIREMENTS:

- Grade 12 certificate or equivalent qualification with typing as a passed subject;
- Two years relevant experience
- Minimum typing speed of 35 wpm;
- An appropriate word processing course successfully completed;
- Short listed candidates will be required to pass a typing test.

Skills and Competencies:

- Computer literacy (MS Word);
- Accuracy and attention to detail;
- Ability to work under pressure.

DUTIES:

- Type reports;
- General correspondence;
- Answer telephone and take messages;
- And any other administrative duties.

ENQUIRIES: Ms. TE Mashalaba ☎ (011) 74 6 7600

APPLICATIONS: If applying for more than one centre, please list in order of preference. 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. 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**

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CONSTITUTIONAL DEVELOPMENT**

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.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE