



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE: LIMPOPO

Private Bag X 9526, POLOKWANE, 0700 - 92 Bokstreet, POLOKWANE, 0699.
Tel no 015-2872097/2975524/30/31/32, Fax no 015-2872163

Sub-Office File 2/1/5

08 February 2008

VACANCIES (Head Office File 6/4/2/1)

REFERENCE: 08/04/LMP

POST: ADMINISTRATIVE OFFICER

CENTRE: MAGISTRATE, THABAMOPO

SALARY: R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Bachelor's degree or equivalent qualifications plus three years relevant experience or grade 12 certificate or equivalent qualification plus ten years experience in Office and District
- Administration, and the Departmental Financial Management systems;
- A valid code B drivers' licence.

Skills and Competencies:

- Computer literacy (MS Office);
- Good interpersonal skills;
- Ability to work under pressure;
- Attention to detail.

DUTIES:

- Act as a supervisor of the Clerks in Court (clerk of court, finance, procurement, family court and administration);
- Checking of the work done in the Civil and Criminal Courts;
- Checking of the work done in finance section(MMT through JDAS and Vote Account)
- Monitor and control the capturing of cases through E-Scheduler;
- Checking work done in Registry, Estates, Family court; and Provisioning;
- Manage the Performance Management System in the Office;
- Compile statistics to indicate performance and trends;
- Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO;
- Manage and develop human resources by maintaining discipline and resolving complaints and grievances;
- Check all tasks performed by administrative staff on a daily basis;

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

ENQUIRIES: Mrs. E Kotze ☎ 015 287 2025

APPLICATIONS: **Separate applications must be made for each centre if applying for more than one post and failure to do this will result in consideration given to the first choice only.** Quoting the relevant reference number, direct your application to: **Postal address:** The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 **OR Physical address:** Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

CLOSING DATE: 03 March 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 these positions.

DIRECTOR: HUMAN RESOURCE MANAGEMENT