



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

29 February 2008

VACANCIES

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

REFERENCE: 08/07/LMP

POST: CHIEF PERSONNEL OFFICER: CONDUCT

CENTRE: REGIONAL OFFICE: LIMPOPO

SALARY: R132 054 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Bachelor's degree or equivalent qualification plus five years relevant experience OR Grade twelve plus 10 years relevant experience.
- Knowledge and experience of Conduct matters
- Knowledge of Performance Management System in the Public Service, Public Service Act, Public Service Regulations, Departmental Human Resource Policies and the PERSAL system.
- A valid drivers' license.

Skills and Competencies:

- .Computer literacy (MS Office);
- Good interpersonal relations;
- Good communication skills (verbal and written);
- Problem solving and conflict management;
- Accuracy and attention to detail

DUTIES:

- Be responsible for the handling of administrative duties related to conduct/labour relations matters of a predominantly routine and/or less complicated nature;
- The maintenance of records, directives and manuals;
- The handling and/or checking and/or monitoring of diverse employee relations including but not limited to commendatory remarks.
- Ensure compliance with the rules of administrative justice.
- Responsible for the appointment of investigating and presiding officers, suspensions, "precautionary transfers", abscondments, re-instatements, incapacity related to poor performance and leave without pay.
- Consider steps to be taken in disciplinary matters.
- Act as initiator/chairperson during disciplinary hearings.

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

- Evaluate/analyse reports from the sub-offices regarding allegations of misconduct.
- Compile memorandum to the Director General and Minister.
- Perform any other duties as required for the effective and efficient functioning of the Sub-Directorate: Employee Relations

ENQUIRIES: Mrs. E Kotze ☎ 015 287 2025

APPLICATIONS: 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: 31 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