



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

1 April 2008

POST

CHIEF ADMIN CLERK
REF 16/08/LMP

SALARY

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

CENTRE

Magistrate, Lulekani

REQUIREMENTS

A Bachelor's Degree or equivalent qualifications or Grade 12 with ten years relevant experience in the Courts and the Departmental Financial Management System; Knowledge of BAS, PFMA, DFI, JDAS, JYP and Transport Policies; A valid drivers' license. **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 the Civil and Criminal Courts; Checking of the work done in the Civil and Criminal Courts; Control appeal and review cases; 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; Control staff dealing with finances in the office; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check all tasks performed by administrative staff on a daily basis;

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

29 April 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

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

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.

DEPUTY DIRECTOR: HUMAN RESOURCE
REGIONAL OFFICE: LIMPOPO