



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

ADMINISTRATIVE OFFICER
REF 17/08/LMP

SALARY

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

CENTRE

Magistrate, Sekhukhune

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; Knowledge of Administration and Departmental Financial Management System such as BAS, JDAS< JYP and Governor Brown; Knowledge of Budget, Provisioning, Trust and Vote Accounts; Good problem solving skills

DUTIES

Act as a supervisor for the cash hall staff; Checking and monitoring cash movements in the cash hall; Checking of work done in Finance section under general which includes Trust, Vote accounts and provisioning; Compliance with PFMA, DFI and other instructions issued from time to time by the CFO; Budget management and control; Human resource management and development; Fleet management and control; Attend to complaints/grievances and maintain discipline; Check all tasks performed by administrative staff on daily basis; Security management and access control; Management of Performance Agreements.

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.

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

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.

DEPUTY DIRECTOR: HUMAN RESOURCE
REGIONAL OFFICE: LIMPOPO