



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: COURT OPERATIONS (Re-advertisement)
REF 18/08/LMP

SALARY

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

CENTRE

Regional Office: Limpopo

REQUIREMENTS

An appropriate Bachelor's degree or equivalent qualification or Grade 12 with at least ten years experience; A valid driver's license; Knowledge in record/archive management, library accommodation, switchboard, performance management, Government transport and fleet management. **Skills and Competencies:** Computer literacy(MS Office); Excellent communication skills (written and verbal); Understanding of the PFMA, DFI and other related prescripts; Problem solving; Ability to work under pressure and deliver according to tight deadlines; Ability to work individually and within a team; Sound organizing and planning skills; Customer orientation; Proven managerial and leadership.

DUTIES

Monitor internal control measures to ensure compliance to prescripts; Gather and prepare information, statistics and reports; Safekeeping of records and archives; Receive, sort, dispatch and file documents; Train, monitor and report on staff performance; Manage labour saving devices and departmental fleet.

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 from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill

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

these positions.

DEPUTY DIRECTOR: HUMAN RESOURCE
REGIONAL OFFICE: LIMPOPO