



# 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**

**ADMINISTRATION CLERK**  
**REF 20/08/LMP**

**SALARY**

R49 665 - 57 663 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Family Advocate: Polokwane

**REQUIREMENT**

Grade 12 or equivalent qualification or a relevant post matric qualification; At least two (2) years administrative experience; Studying towards a degree/diploma will be an added advantage; Knowledge of JYP system will be an added advantage **Skills and Competencies:** Good communication skills (verbal and written); Sound interpersonal relations; Computer literacy (MS Office); Must be self-driven, innovative with flair in dealing with people; Must be able to work under pressure; Accuracy and attention to detail

**DUTIES**

Render procurement administration; Management of filing system; Capture RFQ's on JYP system; Compile delivery confirmation note on receipt of goods; In charge of stationery unit- procuring and distributing to personnel in need thereof; In charge of the management of office assets on JYP system; Render any administrative duties, within occupational class, that may be assigned. .

**ENQUIRIES**

Adv ME Khesa ☎ 015 291 1599

**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](http://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](http://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.

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

**DEPUTY DIRECTOR: HUMAN RESOURCE**  
**REGIONAL OFFICE: LIMPOPO**