



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

30 June 2008

VACANCY CIRCULAR LETTER

REFERENCE: 31/08/LMP

POST: SNR PROVISIONING ADMINISTRATION CLERK

CENTRE: REGIONAL OFFICE, LIMPOPO

SALARY: R58 290 per annum. The successful candidate will be required to sign a performance agree.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- Two year's relevant experience.

Skills and competencies:

- Good communication (verbal and written);
- Interpersonal relations;
- Computer Literacy (MS Office).
- Driver's License will be an added advantage

DUTIES:

- Perform a variety of administrative duties related to the core functions of the unit, including departmental motor fleet, JYP, accommodation and transport services, maintenance services, requesting of stationary and others;
- Provide administrative support related to Asset management and Client Services;
- Render support functions to the supervisory personnel of the unit through: taking minutes, filing, data capturing; processing contractor's and consultants payments and S&T claims.

PLEASE NOTE: Preference will be given to White, Coloured, Indian and Black Males and applicants with disabilities.

ENQUIRIES: Mrs. E Kotze ☎ 015 287 202040

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.

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

CLOSING DATE: 21 July 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 (where applicable). **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 the closing date of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. No e-mailed, late or faxed applications will be accepted.

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