



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

14 July 2008

VACANCY CIRCULAR LETTER

REFERENCE: 34/08/LMP

POST: TRAINING OFFICER

CENTRE: REGIONAL OFFICE: LIMPOPO

SALARY: R117 501 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Bachelor's degree in Human Resource Development or equivalent qualification;
- Three years' appropriate knowledge and experience;
- A valid code EB driver's license and be prepared to do a lot of travelling.

Skills and competencies:

- Computer literacy (MS Office);
- Good communication skills (verbal and written);
- Facilitation and presentation;
- Supervisory and leadership;
- Planning and Organizational;
- Accuracy and attention to detail.

DUTIES:

- Draft a Workplace Skills plan for the Province;
- Implement plan by coordinating learning interventions, learnerships and internships;
- Implement TQMS;
- Responsible for ABET and Annual Training Report;
- Manage training budget;
- Give advice on learning and development to employees;
- Coordinate courses in the Province and Justice College

ENQUIRIES: Mrs. E Kotze ☎ 015 287 2040

PLEASE NOTE: Coloured, White, Indians and applicants with disabilities are encouraged to apply

APPLICATIONS: Separate applications must be made for each centre if applying for

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

more than one post and failure to do this will result in consideration given to the first choice only. 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: 4 August 2008

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.

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.

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**