



# 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:** 37/08/LMP

**POST:** ADMINISTRATION CLERK [DCRS CLERKS] (9 Posts)

**CENTRE:** LIMPOPO: Hlanganani (1); Louis Trichardt (1); Malamulele (1); Mankweng (1); Musina (1); Mhala (1); Praktiseer (1); Warmbaths (1); Thabazimbi (1)

**SALARY:** R64 410 per annum. The successful candidate will be required to sign a performance agreement.

### REQUIREMENTS:

- A Grade 12 or equivalent qualification
- Appropriate / Relevant administrative experience.
- Experience in court related functions, recordings and/or case flow management **will be an added advantage.**

### Skills and competencies:

- Communication (written and verbal);
- Above average computer literacy;
- Good interpersonal relations;
- Ability to work under pressure and to solve problems;
- Customer service
- Knowledge of document management and filing

### DUTIES:

- Maintenance of criminal record books and charge sheets;
- Writing and tracing of summonses;
- Writing of witness fees books;
- Completion and issuing of committal warrants and arrest warrants;
- Provide administrative support in general court and case flow management;
- Filing of case documents (charge sheets) and other court papers;
- Perform digital recording of court proceedings and ensure integrity of such records.
- Operate and provide support to court systems, e.g. e-scheduler/Integrated Case Management Systems (ICMS), Video Remands, document scanning, data capturing, etc
- Provide any other administrative support as required by the Judiciary, Court Manager and/or Supervisor

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

**Please Note:** Applicants with disabilities are encouraged to apply.

**ENQUIRIES:** Mrs. E Kotze ☎ 015 287 2040

**APPLICATIONS:** Separate applications must be made for each centre if applying for 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](http://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](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.

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**