



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 11249, 24 BROWN STREET, NEDBANK CENTRE, , NELSPRUIT , 1200
Tel (013) 753 9323, Fax (013) 752 2666

Sub-Office File 2/1/5

04 January 2008

VACANCIES
(Head Office File 6/4/2/1)

REFERENCE: 08/05/MP

POST: SENIOR ADMINISTRATION CLERK: FAMILY LAW

CENTRE: MAGISTRATE : WITBANK

SALARY: R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- Training in customer care and/or a Para-legal Diploma NQF 5.

Skills and competencies:

- Basic numeracy and computer literacy;
- Ability to apply the correct processing steps to matters and to develop basic knowledge of services provided in the courts;
- Ability to communicate clearly with other procedural role-players and to explain basic legal concepts and procedures in plain language;
- Ability to work with public in a professional manner.

DUTIES:

- Capture case information, open files and allocate file numbers;
- Process matters, including line communication with all relevant parties;
- Schedule matters and implement Bench orders.

ENQUIRIES: Mr TR Mnisi ☎ 013 753 9323

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X11249, Nelspruit, 1200

OR

Physical address : Application Box, Fourth Floor Reception , 24 Brown Street, Nedbank Centre, Nelspruit.

CLOSING DATE: 21 January 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 and identity document. **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.

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.

DIRECTOR: HUMAN RESOURCES