



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

08 January 2008

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

REFERENCE: 08/08/MP

POST: ADMINISTRATIVE OFFICER

CENTRE: MAGISTRATE, BETHAL

SALARY: R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate Bachelor's degree or equivalent qualification plus three years administrative experience in Courts or Grade 12 with ten years experience in Courts and the Departmental Financial Management
- Sound knowledge of Human Resource Management, Financial Management, Budget control, Asset and Facility Management, Supply Chain Management and Facility and Risk Management
- Knowledge of Public Service Regulations 2001, the Public Service Act 1994, and other statutory enacted or governmental and departmental instructions, policies, manuals and codes applicable to the work of the Department
- Extensive knowledge of the PFMA, DFI, BAS, JDAS and JYP
- A valid driver's license

Skills and Competencies:

- Computer literacy (MS Office, JDAS, E-Scheduler);
- Good communication (written and verbal);
- Good interpersonal relations;
- Public Management;
- Leadership, organizational and problem solving skills;
- Customer orientation;
- Proven Managerial and Leadership Skills; Ability to interact with diverse staff and stakeholders at all levels
- Accuracy and attention to detail

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- Ability to interpret and apply policy
- Ability to work under pressure as well as to work independently
- Attention to detail

DUTIES:

- Exercise control over duties related to Clerk of Criminal Court, Domestic Violence Act, Maintenance Act; Provisioning Administration, Cash Hall and Civil Sections and general services
- Co-ordinate , manage and administer support services to the judiciary , prosecution and other court users to ensure delivery of Justice service;
- Supervision of clerical staff by ensuring that clerical duties such as filing, processing of various documents and registers related to the various posts are in compliance with prescripts;
- Compile statistics to show performance and trends
- Drafting of memorandum, submissions and reports
- Manage Performance Agreement to ensure high service standards;
- Execute supervisory and disciplinary duties
- Check diverse documents for completion and correctness;
- Maintain prescripts and records;
- Facilitate the training and development of personnel;
- Manage information and communication related to courts;
- Handle correspondence
- Implement strategic projects intended to improve Court efficiency;
- Formal disciplinary matters
- Control and maintain the Assets and Accommodation of the Department;
- Any other duties that may be necessary to ensure the smooth running of the office.

ENQUIRIES: MR TR MNISI ☎ (013) 753 9323

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: 31 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, identity document and driver's license. **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 this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position.

DIRECTOR: HUMAN RESOURCES