



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE, NELSPRUIT
Private Bag X11249, NELSPRUIT, 1200 • 24 Brown Street, Nedbank Centre 4th Floor, NELSPRUIT, 1200
Tel (013) 753 9323, Fax (013) 752 2666

Sub-Office File 2/1/5

22 January 2008

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

REFERENCE: 08/10/MP

POST: E-SCHEDULER CLERK

CENTRE: MAGISTRATE: NKOMAZI

SALARY: R68 955 – 80 058 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 Certificate or equivalent qualification;
- Two years relevant experience.

Skills and Competencies:

- Computer literacy (MS Office);
- Good Communication skills (verbal and written);
- Analytical, Efficient and Resourceful;
- Project Management;
- Good Interpersonal and Public relations;
- Document Management and Typing;
- Problem solving;
- Presentation skills;
- Customer service oriented;
- Ability to work under pressure.

DUTIES:

- Obtain charge sheets and interpret contents;
- Accurately capture the data on the E-Scheduler system prior and after court hearing;
- Ensure that the charge sheets are secured and distributed timely within the case preparation phase prior and after the court hearing before filing;
- Generate/print daily reports required to improve the management of cases on the outstanding roll;
- Analyze statistics;
- Conduct enquiries on the system to obtain information not covered by the standard reports;
- Conduct charge sheet and data integrity audits and present outcome to supervisors/managers;
- Render assistance in general case flow management;
- Provide any administrative support as required by the relevant Court Manager or Supervisor.

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

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: 15 February 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