



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE, NELSPRUIT
Private Bag X11249, Nelspruit, 1200 • 4th Floor Nedbank Centre, Nelspruit
Tel (013) 752 8393, Fax (013)752 2666

Sub-Office File 2/1/5

20 February 2008

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

REFERENCE: 08/17/MP

POST: MESSENGER/DRIVER

CENTRE: OFFICE OF THE FAMILY ADVOCATE

SALARY: R43 245 – R 48 249 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 10/ABET level 5;
- Two years appropriate experience;
- Ability to read and write clearly;
- A valid code B or EB driver's license.

Skills and competencies:

- Communication at appropriate level;
- Sound interpersonal relations;
- Ability to liaise with team members and members of the public;
- Advance driving skills.

DUTIES:

- Manage incoming and outgoing mail;
- Filing and other office duties as required.
- Provide driver services;
- Collect and deliver mail;
- Render any other duty within occupational class that may be requested to do.

ENQUIRIES: Adv B Dengler ☎ (013) 752 2755.

**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.**

CLOSING DATE: 20 March 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) and the staffing policy of the Department of Justice will be taken into consideration.

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.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE