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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

17 March 2008

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

REFERENCE: 08/22/MP

POST: SENIOR PERSONNEL OFFICER GRIII: SERVICE BENEFITS

CENTRE: REGIONAL OFFICE, NELSPRUIT

SALARY: R85 362 – R99 108 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent recognized qualification
- One year administrative experience

Skills and competencies:

- Computer literacy (MS Office);
- Good communication skills (verbal and written);
- Good interpersonal relations;
- Good organizing skills;
- Attention to detail.

DUTIES:

- Administer all Service Benefits functions;
 1. Process transactions on the Persal system,
 2. Process payments advices,
 3. Prepare correspondence,
 4. Prepare submissions for consideration by delegated authority,
 5. Report on service delivery performance,
- Respond to enquiries of clients, both verbally and in writing,
- Assist clients with regard to Service Benefits processes;
- Gather information to compile statistics.

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

ENQUIRIES: MS THS SHABANGU ☎ (013) 753 9320

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: 07 April 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 as well as a detailed CV. **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.**

DIRECTOR: HUMAN RESOURCES