



# 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 9308, Fax (013) 752 2666

**Sub-Office File 2/1/5**

**03 March 2008**

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

**REFERENCE: 08/24/MP**

**POST: RE-ADVERTISEMENT : CHIEF PERSONNEL OFFICER:  
UTILIZATION ( those who previously applied can re-apply)**

**CENTRE: REGIONAL OFFICE, NELSPRUIT**

**SALARY:** R132 054 – R153 312 per annum. The successful candidate will be required to sign a performance agreement.

### **REQUIREMENTS:**

- An appropriate three-year Bachelor's degree or equivalent qualification;
- At least five years supervisory experience;
- Knowledge and experience of Human Resource Management;
- Knowledge of Performance Management System in the Public Service, Public Service Act, Public Service Regulations, Departmental Human Resource Policies and the PERSAL system.

### **Skills and competencies:**

- Computer literacy (MS Office);
- Good interpersonal skills;
- Good negotiation and mediation;
- Problem solving;
- Ability to adhere to confidentiality requirements;
- Excellent communication (verbal and written);
- Accuracy and attention to detail;
- Ability to work under pressure.

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

**DUTIES:**

- Overall responsibility and control of own division;
- Manage the processing of permanent, contract and temporary appointments, deal with staff utilization and establishment maintenance, promotions and performance awards;
- Assist sub-offices with the filling of vacancies;
- Training and development of staff in the division;
- Render support function to supervisory personnel including higher level;
- Assist the daily operations of the units;
- Check work of sub-ordinates;
- Responsible for a variety of administrative duties related to the core functions of the department.

**ENQUIRIES:** Mr SE Mashele 📞 (013) 753 9308

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

**OR**

Physical Address: 24 Brown Street, Nedbank Centre, Nelspruit.

**CLOSING DATE:** 21 March 2008

**NOTE:**

Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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](http://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.

**DIRECTOR: HUMAN RESOURCES.**