



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

17 March 2008

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

REFERENCE: 08/28/MP

POST: ADMINISTRATIVE OFFICER

CENTRE: MAGISTRATE, MBIBANA

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
- A valid driver's license

Skills and Competencies:

- Knowledge of budget control;
- Good communication (written and verbal);
- Good interpersonal relations;
- Public Management;
- Sound knowledge of supply chain management and risk management;
- Customer orientation;
- Accuracy and attention to detail
- Knowledge of PFMA, DFI, BAS and JYP;
- Ability to interpret and apply policy
- Ability to work under pressure as well as to work independently
- Attention to detail

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

DUTIES:

- General supervision of Administrative clerks and Court Clerks;
- Control of cash hall(monies in trust, criminal sections and general services);
- Render efficient and effective support to the courts;
- Draft memoranda, submissions and reports;
- Compile statistics to show performance and trends;
- Management and maintenance of documents; prescripts and records related to the functions of the department;
- Facilitate training and development of personnel;
- Attend to formal disciplinary matters;
- Management of performance in the office and
- Performance of any other duties necessary to ensure smooth office running.

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: 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. **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