



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

03 April 2008

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

REFERENCE: 08/36/MP

POST: SENIOR ADMINISTRATION CLERK GRI (121 POSTS)

CENTRE: AMSTERDAM (1); AMERSFOORT (1); BALFOUR (2); BARBERTON (5); BELFAST (4); BETHAL (4); BREYTEN(1); CAROLINA (3); DELAMS (4); EERSTEHOEK (3); EKANGALA (1); ERMELO (4); EVANDER (9); GRASKOP (2); GROBLERSDAL (5); HENDRINA(1); KRIEL (2); KWAMHLANGA (3); LYDENBURG (4); MBIBANE (2); MDUTJANA (3); MIDDELBURG (10); MKOBOLA (3); MORGENZON (1); MOUTSE (2); NELSPRUIT (10); NSIKAZI (6); NKOMAZI (3); PIET RETIEF (4); SABIE (1); STANDERTON (3); VOLKRUST (2); WAKKERSTROOM (1); WATERVAL-BOVEN (1); WHITE RIVER (2) AND WITBANK (8)

SALARY: R58 290 – R67 668. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Grade 12 or equivalent qualification
- Appropriate / Relevant administrative experience.
- Experience in court related functions, recordings and/or case flow management **will be an added advantage.**

Skills and competencies:

- Communication (written and verbal);
- Above average computer literacy;
- Good interpersonal relations;
- Ability to work under pressure and to solve problems;
- Customer service
- Knowledge of document management and filing

DUTIES:

- Maintenance of criminal record books and charge

sheets;

- Writing and tracing of summonses;
 - Writing of witness fees books;
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- Completion and issuing of committal warrants and arrest warrants;
 - Provide administrative support in general court and case flow management;
 - Filing of case documents (charge sheets) and other court papers;
 - Perform digital recording of court proceedings and ensure integrity of such records.
 - Operate and provide support to court systems, e.g. e-scheduler/Integrated Case Management Systems (ICMS), Video Remands, document scanning, data capturing, etc
 - Provide any other administrative support as required by the Judiciary, Court Manager and/or Supervisor.

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: 18 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) 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