



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 9320, Fax (013) 752 2666

Sub-Office File 2/1/5

15 May 2008

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

REFERENCE: 08/55/MP

POST: **RE-ADVERTISEMENT: CHIEF ADMINISTRATION CLERK.** (Those who previously applied need not to apply again)

CENTRE: **WITBANK**

SALARY: R106 335 – 123 456 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification and relevant experience in the Courts and the Departmental Financial Management systems; or
- Knowledge of BAS, PFMA, DFI, JDAS, JYP and Transport Policies
- A drivers license will serve as a recommendation.
- Sound knowledge of Financial, Asset and Risk Management.

Skills and Competencies:

- Computer literacy (MS Office);
- Good Communication skills (verbal and written);
- Good Interpersonal relations and problem solving skills
- Ability to work under pressure and independently
- Accuracy and attention to detail.

DUTIES:

- Supervisor on issue of summons
- Taxation of bills and signing of extracts;
- Certification of documents;
- Responsible for keeping statistics in section and attend to clients;
- Daily checking of remittance register;
- Supervise franking outgoing post;
- Check all registers at intervals in the registry section;
- Supervise the registry and messenger staff.
- Render efficient and effective support to the courts

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

- Maintain discipline and resolve complaints and grievance
- Manage the Performance Management System in the office
- Draft memoranda, submissions and reports
- Cash hall leader.

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: **05 June 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 and identity document. **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.

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 these positions.

DIRECTOR: HUMAN RESOURCES