



**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**

**02 June 2008**

**VACANCIES**

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

**REFERENCE: 08/56/ MP**

**POST: SENIOR ADMINISTRATION CLERK GRI.**

**CENTRE: BALFOUR**

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

**REQUIREMENTS:**

- Grade 12 Certificate or equivalent qualification;
- Relevant experience in administration;
- Knowledge of JDAS system will be an added advantage.

**Skills and Competencies:**

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

**DUTIES:**

- Handling of the Offices Petty Cash Account( receipt, safe custody, disbursements, deposits and Reconciliation of Petty Cash Account)
- Perform a variety of routine administrative duties related to the core functions of the department in the following sections;
- Client services, admission of guilt, court fines and deferred fines
- Capturing and processing of payments on BAS, reconciling accounts with all the relevant reports on BAS.
- Filing and processing of court documents and financial duties.

**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

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

**OR**

**Physical address** : Application Box, Fourth Floor Reception , 24 Brown Street, Nedbank Centre, Nelspruit.

**CLOSING DATE: 20 June 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 and identity document. **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), 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**