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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

15 July 2008

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

REFERENCE: 08/57/MP

POST: TELECOM OPERATOR

CENTRE: MAGISTRATE: NELSPRUIT

PACKAGE: R64 410 – 74 772 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- One year experience in switch-board operating.

Skills and competencies:

- Highly motivated individual with good communication skills;
- A passion for good customer service;
- Ability to work on a switchboard;
- Must be able to work under pressure
- Good interpersonal relations;
- Communication skills (verbal);
- Accuracy and attention to detail.

DUTIES:

- Handle all incoming and outgoing calls;
- Forward calls to the appropriate division/section/officials;
- Take and forward messages;
- Print and distribute monthly telephone accounts;

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- Keep a register of all telephone accounts;
- Report faults to Telkom.
- Assist with typing when required
- Perform any other duty required by supervisor/ court manager

ENQUIRIES: MR TR MNISI ☎ 013 753 9323

NOTE: Black females are encouraged to apply

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 August 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 as well as a detailed CV. **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.

DIRECTOR : HUMAN RESOURCES