



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA
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: 08/62/MP

POST: ADMINISTRATIVE OFFICER

CENTRE: MAGISTRATE, DELMAS

SALARY: R117 501 – R136 419 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 or Grade 12 with ten years relevant experience.

Skills and Competencies:

- Knowledge of the PFMA, DFI, BAS, JYP and other legislations
- Knowledge of Human Resources, Asset and Facility and Risk Management
- Computer literacy (MS Office);
- Good communication (verbal and written);
- Good Interpersonal relations;
- Accuracy and attention to detail.
- A valid driver's license will be an added advantage.

DUTIES:

- General Supervision over clerical staff and work in the administration
- Check diverse documents for completion of correctness
- Assist with the control over duties related to the Domestic Violence Act, Maintenance Act; Provisioning Administration, Cash Hall and Civil Sections and general services
- Render effective and efficient support to the courts
- Formal disciplinary matters;

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- Manage Performance Management in the office and quarterly assessment of staff
- Handle correspondence
- Draft memoranda, submissions and reports, compile statistics
- Render advice/assistance on a wide spectrum of matters
- Maintain prescripts and records
- Facilitate training and development of clerical staff.

ENQUIRIES: Ms THS Shabangu 📞 (013) 753 9320

NOTE: Female candidates 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. **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