



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

15 July 2008

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

REFERENCE: 08/65/MP

POST: SENIOR ADMINISTRATION CLERK GRI

CENTRE: REGIONAL OFFICE, MPUMALANGA

SALARY: R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 Certificate or equivalent qualification;
- Relevant administrative experience.
- Driver's license will be an 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:

- Perform a variety of routine administrative duties related to the core functions of the unit;
- Transport services, maintenance services, residential accommodation, procurement administration, departmental motor fleet, JYP and others.
- Provide administrative support related to asset management and client services.
- Render support functions to supervisory personnel of the unit through: taking minutes, filling, data capturing, processing contractors and consultants payments and S&T claims.

ENQUIRIES: Mr TR Mnisi ☎ 013 753 9323

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

NOTE: Black males 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 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