



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

25 August 2008

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

REFERENCE: 08/74/MP

POST: SENIOR ADMINISTRATION CLERK GRI

CENTRE: AMSTERDAM (1), EVANDER(1), KRIEL (2), MOUTSE(1)
NSIKAZI(5), WHITE RIVER (1) AND WITBANK (3) (One year contract)

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

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:

- Capturing of receipts and payments on JDAS,
- Perform float allocation to respective clerks; issue of receipts on bail; state fines; admissions of guilty fines;
- Maintenance and unclassified monies; prepare banking
- Reconcile by allocating maintenance monies and state fines submission of beneficiary payment schedule list to CEFTU for electronic payments
- Processing of documents as well as the rendering of support function to supervisory personnel and to assist in the daily operations of these units
- Filing and processing of court documents and financial duties.

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

ENQUIRIES: Mr TR Mnisi ☎ 013 753 9323

NOTE: Everyone is 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 September 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