



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

VACANCIES

POST	ASSISTANT DIRECTOR: ADMINISTRATION – RE-ADVERTISEMENT
REF	NC/09/08
CENTRE	REGIONAL OFFICE, KIMBERLEY

SALARY: R157 686 per annum. The successful candidate will be required to sign a performance agreement

REQUIREMENTS:

- Relevant three year qualification in Public/Business Administration;
- Knowledge and understanding of Project Management; National Archive Act, PFMA and Treasury Regulations and other legislation that regulates Transport Management and National Department of Transport policies and procedures,
- Knowledge of any experience in travel management, At least five years' experience at supervisory level and a valid and unendorsed driver's licence

Skills and Competencies

- Problem-solving and decision-making skills,
- Excellent report-writing and presentation skills,
- Effective communication, analytical and programme/project management abilities,
- computer literacy and conflict management.

DUTIES:

- Provide strategic direction for the Unit, manage the development and monitor the implementation of the general support policies and procedures,
- manage the development and maintenance of a Records Management System for the Regional Office,
- manage the development and maintenance of a comprehensive training programme on Records Management,
- monitor the management of contracts entered between the Regional Office and service providers in relation to cleaning, catering and records management,
- manage the provision of general support services including: cleaning, catering, bulk photocopying, library, typing services and registry,

manage and monitor the provision of strategic and administrative support to the Auxiliary Support Services Section in Regional office and the Region,

- provide support and liaise with Courts and National office offices on general support related issues,
- manage the development and implementation of policies to regulate transport services,
- manage the development and implementation of the DoJ & CD Regional Fleet Management Strategy,
- manage travel services,
- manage the implementation of the Subsidised Motor Transport Scheme Policy,
- manage the utilisation of the DoJ & CD pool vehicles,
- monitor the use, maintenance, submission and processing of log sheets for both pool and subsidised vehicles.

ENQUIRIES: Ms C Cader @ (053) 839 0000 (31)

APPLICATIONS: Quoting the relevant reference number, direct your application to: **Postal address:** The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300.

OR

Physical address: Application Box, Seventh Floor, or room 7.50, New Public Building, c/o Knight and stead Street Kimberley

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. 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.