



# the doj & cd

Department:  
Justice and Constitutional Development  
REPUBLIC OF SOUTH AFRICA

## VACANCIES

<b>POST:</b>	<b>TYPIST (1 POST)</b>
<b>CENTRE:</b>	<b>FAMILY ADVOCATE'S OFFICE: KIMBERLEY</b>
<b>REF NO:</b>	<b>NC/19/08</b>

**SALARY:** R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade 12 certificate or equivalent qualification with typing as a passed subject;
- Two years relevant experience;
- Minimum typing speed of 35 wpm;
- An appropriate word processing course successfully completed;
- Shortlisted candidates will be required to pass a typing test.

**Skills and Competencies:**

- Computer literacy (MS Word);
- Accuracy and attention to detail;
- Ability to work under pressure.

**DUTIES:**

- Type reports;
- General correspondence;
- Answer telephone and take messages;
- Other administrative duties.

**ENQUIRIES:** Ms C Cader ☎ (053) 839 0031.

**APPLICATIONS:** **If applying for more than one post, please state the name of the office as well as order of preference. One application per post.**

Quoting the relevant reference number, direct your application to:  
The Regional Head, Private Bag X6106, Kimberley, 8300.

**CLOSING DATE:** **25 March 2008**

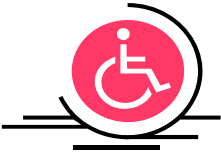
**NOTE:**

Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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](http://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.



**People with disabilities are encouraged to apply.**