



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

VACANCIES

POST	SENIOR ADMINISTRATION CLERK (TRAINING)
REF	NC/87/08
CENTRE	REGIONAL OFFICE, KIMBERLEY

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

REQUIREMENTS

- Grade 12 or equivalent qualification
- Minimum of one (1) to two (2) years experience in a Learning and Organizational or Administrative experience
- A valid driver's license.

Skills and Competencies:

- Computer literary;
- Communication (verbal and written);
- Organizing skills;
- Ability to work accurately and under pressure;
- Good interpersonal relations;
- Customer orientation;
- Attention to detail.

DUTIES

- Co-ordinate activities related to Learning and Organizational Development;
- Render general administrative support such as typing, filing, processing of various documents, managing document flow, arrange meetings and minute taking;
- Manage information and communication related to Learning and Organizational Development
- Any other duties that may be necessary to ensure the smooth-running of the office

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: 29 April 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.



People with disabilities are encouraged to apply.