



## the doj & cd

Department:  
Justice and Constitutional Development  
REPUBLIC OF SOUTH AFRICA

Applications are invited for the following vacancies at the Department of Justice and Constitutional Development.

### VACANCY

**POST:** SENIOR ADMINISTRATION CLERK

<b>CENTRES:</b>	<b>MAGISTRATES OFFICES:</b>	
	CARNARVON (1 POSTS)	REF: NC/100/08
	KIMBERLEY (1 POST)	REF: NC/101/08
	KURUMAN (1 POST)	REF: NC/102/08
	UPINGTON (2 POSTS)	REF: NC/103/08
	SUTHERLAND (1 POST) (RE-ADVERT)	REF: NC/107/08

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

**REQUIREMENTS:**

- Grade 12 or equivalent qualification; One to Two years administrative experience.

**Skills and Competencies:**

- Excellent Communication (verbal and written); Good interpersonal relations; Accuracy and attention to detail. Computer literacy (MS Word; Problem solving)

**DUTIES:**

- Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.

**ENQUIRIES:** Mr J Tope ☎ (053) 839 0060.

**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.  
Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7<sup>th</sup> Floor, 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](http://www.gov.za). Applications should be accompanied by certified copies of qualifications, identity document and driver's license as well as a detailed CV. A SAQA evaluation report must accompany foreign qualifications. 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.