



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA
Tel (012) 315 1111, Fax (012) 315 1113

Sub-Office File 2/1/5

22 August 2008

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

REFERENCE: 08/05/CS

POST: HUMAN RESOURCE OFFICER

NOTE: This is a re-advertisement, Candidates that applied previously are encouraged to re-apply.

CENTRE: MAGISTRATES COMMISSION, PRETORIA

SALARY: R76 194 – R89 346 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- Two years relevant HR experience.
- Knowledge of Performance Management System in the Public Service, Public Service Act, Public Service Regulations and Department Human Resource Policies.
- Knowledge of the Magistrate Acts, Regulations for Magistrate and their service benefits will be an added advantage.
- Experience in working on the PERSAL system and/or attendance of PERSAL courses.

Skills and Competencies:

- Computer literacy (MS office and PERSAL).
- Good interpersonal relations.
- Communication skills (verbal and written).
- Fluency in at least two official languages, including English
- Accuracy and attention to detail.

DUTIES:

- Handle correspondence.
- Keeping of registers.
- Responsible for a variety of administrative duties related to the appointment of Magistrates.
- Respond to verbal and written enquiries.
- Handling of S&T claims.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- Attending meetings of interviews for the filling of posts countrywide at certain intervals of the year.

ENQUIRIES: Ms D M Goosen (012) 325 3951

APPLICATIONS: Quoting the relevant reference number, direct your application to:
Postal address: The Secretary: Magistrate Commission
P O Box 9096, Pretoria, 0001.

OR

Physical address: The Magistrate Commission, 5th Floor,
“Die Meent” Building, c/o Pretorius and Andries Street, Pretoria

CLOSING DATE: **15 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, identity document and driver’s license. A SAQA evaluation report must accompany foreign qualifications. **The CV to be typed and completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and this typed CV 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. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. 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.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE