



25 January 2008

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

REFERENCE: 08/14/LAS

POST: OFFICE MANAGER

CENTRE: OFFICE OF THE CHIEF STATE LAW ADVISER (CAPE TOWN)

SALARY: R540 429 – R581 880 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A appropriate Bachelor's degree or equivalent qualification;
- Relevant experience of which 3 – 5 years experience should be at a middle management level;
- Knowledge of the Public Service Regulations, Public Service Act, Batho Pele Principles, PFMA, PPFA and all other related legislation applicable in the public service.

Skills and Competencies:

- Able to handle the stress of the environment and work under pressure;
- Computer literacy (MS Office);
- Interpersonal skills and good communication (verbal and written);
- Ability to draft reports and deal with confidential information;
- Ability to work accurately and timeously;
- Willingness to work long hours;
- Analytic and advanced problem solving skills

DUTIES:

- Managing the Corporate Services (HR, Finance, Communication , Administration etc.) of the Office
- Managing and supervising administrative, library and support staff as well as legal researchers and language practitioners.
- Managing the financial , asset, procurement and budget functions of the Office
- Ensures effective internal and external communication including overseeing reception , switchboard and related auxiliary services
- Co-ordinate the Risk Management requirements of the Office
- Facilitation , coordination and implementation of strategic and operational plans of the Office
- Manage, implement and/or coordinate the Performance Management function for the Branch
- Overall responsibility for efficient and effective operation of the Office

**TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND
CONSTITUTIONAL DEVELOPMENT**

- Overseeing the Employee Relations and Human Resources Development functions of the Office
- Assist the Chief State Law Advisor in managing relationships within the Office

ENQUIRIES: A Johaar / C Booyse ☎ 021 441 4900

APPLICATIONS: Quoting the relevant reference number, direct your application to:
Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.
OR
Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE: 18 February 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 these positions.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE