



# 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 February 2008**

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

**REFERENCE: 08/57/LAS**

**POST: MESSENGER**

**CENTRE: OFFICE OF THE CHIEF STATE LAW ADVISER,  
CAPE TOWN**

**SALARY:** R49 665 – R57 663 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Adult Basic Education and Training (ABET) Level 5/Grade 10;
- One year experience in messenger services;
- The ability to read and write clearly;

**Skills and Competencies:**

- Basic Computer literacy;
- Communication at appropriate level;
- Sound interpersonal relations;
- Ability to liaise with team members and members of the public.

**DUTIES:**

- Collect and deliver mail;
- Distribute mail to various offices;
- Collect post bag from the Post Office;
- Collect and deliver mail to and from Parliament;
- Photocopying & maintenance of copy machines.

**ENQUIRIES:** Ms C Booyse / A Johaar ☎ (021) 441 4905

**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

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

Pretorius Street, Pretoria.

**CLOSING DATE: 03 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. 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](http://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**