



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

20 March 2008

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

REFERENCE: 08/128/MAS

POST: HANDYMAN

CENTRE: MASTER OF THE HIGH COURT, CAPE TOWN

SALARY: R43 245 – R48 249 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Adult Basic Education and Training (ABET) Level 5/Grade 10;
- Two years general building maintenance experience (Applicants should include references/proof of experience);
- A valid Code EB driver's license, obtained for at least one year.

Skills and Competencies:

- Must be able to read and write;
- Sound interpersonal relations;
- Required to work in all weather conditions and outside normal working hours during emergencies and planned overtime;
- Must have sober habits;
- Ability to work without constant supervision.

DUTIES:

- Replace fluorescent lights;
- General repairs (such as leaking/broken taps, toilets, parquet floors, furniture, windows, electric plugs and switches);
- Opening of blocked drains;
- Loading and unloading of truck with stationery;
- Assist with assembling of modular furniture equipment;
- Attend to general maintenance of building of minor nature, including security gates;
- Clean garages;
- Wash government vehicles;
- Clean quadrangles and soiled carpets;
- Moving of furniture and stationery within the office;
- General tasks which the Office Manager assigned to be done.

ENQUIRIES: Mr G Masingi ☎ 012 357 8747

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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: **14 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. 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