



# 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:** 08/218/HR

**POST:** HUMAN RESOURCE OFFICER: COMPETENCY DEVELOPMENT

**CENTRE:** NATIONAL OFFICE, PRETORIA

**SALARY:** R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.

### **REQUIREMENTS:**

- National Diploma in Human Resources or equivalent qualification;
- Two years HR experience;
- Knowledge of the National Skills Development Strategy, Legislative impacting on skills development and regulations on Education and Training, Bodies and structures that deal with training and development and Human Resources issues and policies.

### **Skills and Competencies:**

- Good communication (verbal and written) skills;
- Interpersonal skills;
- Analytical skills;
- Planning and organizing skills;
- Computer literacy and numeracy skills.

### **DUTIES AND RESPONSIBILITIES:**

- Update relevant skills development General Minutes;
- Compile the Workplace Skills Plan and the Annual Training Report;
- Liaise skills development issues with regional co-ordinators;
- Visit regions;
- Maintain directorate's database systems;
- Compile statistics and reports on projects for statutory bodies;
- Perform administration of Skills Programs;
- Liaise with Institutions of Higher Learning;
- Co-ordinate identified short courses and skills programs.

**ENQUIRIES:** Ms K Ngomane ☎ 012 - 357 8661

**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**

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

**Physical Address:** Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

**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](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 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. This must be typed and 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 South Africa, 1996 (Act No. 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No. 55 of 1998) and relevant Human Resource policies of the Department will be taken into consideration. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process.

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**