



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

27 June 2008

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

REFERENCE: 08/248/LAS

POST: SENIOR TYPIST (2 POSTS)

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

SALARY: R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification with typing as a passed subject;
- 2 years relevant experience;
- Knowledge of public service rules and regulations will be an advantage;
- Minimum typing speed of 35 wpm;
- An appropriate word processing course successfully completed;
- Shortlisted candidate will be required to pass a typing test.

Skills and Competencies:

- Computer literacy (MS Office);
- Fluency in at least two official languages, including English;
- Good communication (verbal and written).
- Accuracy and attention to detail;
- Ability to deal with matters competently, professionally and tactfully

DUTIES:

- Type correspondence, documents and legislation;
- Perform reception functions;
- Answer telephone and take messages;
- Make appointments;
- Attend to queries, administration and such other duties as may be allocated from time to time.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

ENQUIRIES: Mr Godfrey Masingi (012) 315 1893

NOTE: **Preference will be given to Indian, White, Coloured and African males and Indian females.**

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: **21 July 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. Preference will be given to the disabled. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at a short notice and will be subject 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