



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

11 July 2008

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

REFERENCE: 08/268/HR

POST: SENIOR ADMINISTRATION CLERK

CENTRE: NATIONAL OFFICE, PRETORIA

SALARY: R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- Knowledge and skills in filing systems, archives and mailing procedures, liaising with clients, recording information, travel plans and job evaluation.

Skills and Competence

- Good communication skills (written and verbal);
- Ability to plan, organize, write notes, capture data, operate computer and collect statistics.

DUTIES:

- Promote and render efficient and effective administrative support to the Directorate;
- Compile memorandums, file documents and maintain a huge database;
- Maintain the division's library and inventory;
- Order goods and make the necessary payments;
- Manage the re-print of departmental forms;
- Make accommodation and travel arrangements;
- Arrange meetings and workshops.

ENQUIRIES: Ms K Ngomani ☎ (012) 357 8861

NOTE: White, Indians, Coloured and African males and females are encouraged to apply.

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: **04 August 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 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