



# 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**

**25 July 2008**

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

**REFERENCE:** 08/284/AIR

**POST:** RECEPTIONIST

**CENTRE:** NATIONAL OFFICE, PRETORIA

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

**REQUIREMENTS:**

- Grade 12 or equivalent qualification;
- Two years relevant experience.

**Skills and Competencies:**

- Computer literacy (MS Office);
- Excellent communication skills (written and verbal);
- Good interpersonal skills;
- Customer Service orientation;
- Attention to detail, telephone etiquette and deportment.

**DUTIES:**

- Receive and welcome visitors and record their particulars and contact details;
- Promptly notify staff of their visitors;
- Provide information to assist visitors and refer them to appropriate contacts in the department or elsewhere;
- Receive parcels and contact addressee;
- Answer general enquiries about the department;
- Keep an updated list of staff in the building;
- Ensure reception area is tidy at all times.

**ENQUIRIES:** Ms A Xundu ☎ (012) 315 1781

**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: 18 August 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**