



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

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

REFERENCE: 08/287/COO

**POST: PERSONAL ASSISTANT TO THE CHIEF DIRECTOR:
PROGRAMME SUPPORT AND ADMINISTRATION
(12 MONTHS CONTRACT APPOINTMENT)**

CENTRE: NATIONAL OFFICE, PRETORIA

PACKAGE: R145 920 + R53 990.40(37%) = R199 910-40 per annum
(All inclusive). The successful candidate will be required
to sign a performance agreement.

REQUIREMENTS:

- Grade 12 plus appropriate secretarial / related qualification;
- Three years experience in secretarial and office management;
- Computer Literacy

DUTIES:

- Administer the on-line and physical diary of the Chief Director;
- Manage information and data on behalf of the Chief Director;
- Plan and schedule day-to-day tasks of the Chief Director;
- Manage telephone calls and convey messages;
- Organize meetings/workshops/conferences and functions;
- Draft coherent and convincing submissions/reports from notes;
- Type ;edit; and format correspondence;
- Receive and attend to visitors;
- Serve refreshments to visitors and/or at identified meetings , as indicated by the Chief Director; and
- Handle travel arrangements e.g. passport and visas, accommodation, flight tickets, subsistence and travel claims, money exchange and other tasks as directed by the Chief Director.

ENQUIRIES: Mr M Mugodo ☎ 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: 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. 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 or at any DOJ&CD sub-office and 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. 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. 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 this position.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE