



## 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**

**01 August 2008**  
**VACANCIES**  
**(Head Office File 6/4/2/1)**

**REFERENCE: 08/291/MAS**

**POST: SENIOR ADMINISTRATION CLERK**

**CENTRE: OFFICE OF THE CHIEF MASTER: 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;
- Two years administrative experience.

**Skills and Competencies:**

- Good Computer literacy (MS Office);
- Good communication (verbal and written) skills;
- Good Interpersonal relations;
- Problem solving;
- Ability to work under pressure;
- Attention to detail.

**DUTIES:**

- Handle routine work done at the office;
- Deal with correspondence;
- Maintain the office filing system;
- Perform various other administrative duties;

**ENQUIRIES:** Mr G Masingi ☎ (012) 315 1893

**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 Building, Pretoria, 0001.

**CLOSING DATE: 25 August 2008**

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

**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 Resources policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Preference will be given to the disabled, Indian/colored/white male or female. 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**