



# 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**

**08 August 2008**

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

**REFERENCE: 08/297/AIR**

**POST: ADMINISTRATIVE OFFICER: PROMOTION OF ACCESS TO INFORMATION (2 POSTS)**

**CENTRE: NATIONAL OFFICE, PRETORIA**

**SALARY:** R117 501 – R137 946 per annum. The successful candidate will be required to sign a performance agreement.

### **REQUIREMENTS:**

- An appropriate Bachelor's degree or equivalent qualification;
- At least one year experience in government administration;
- Knowledge of Human Resources, Financial Management and general knowledge of Departmental regulations;
- Knowledge of Public Administration, Financial Management Act, procurement systems and process;
- A driver's license will be an added advantage;

### **Skills and Competencies:**

- Strong communication (written and verbal) skills;
- Ability to supervise;
- Liaison and general office management skills;
- Good interpersonal relations;
- Computer literacy (Ms Word, Excel, PowerPoint, Outlook and Internet)
- Accuracy and attention to detail;

### **DUTIES:**

- Perform general administrative functions in the Directorate;
- Manage and maintain administrative functions relating to the Directorate;
- Facilitate the processing of subsistence and travel advances and claims;
- Oversee provisioning and procurement of the Directorate;
- Communicate with internal and external service providers and other stakeholders;
- Co-ordinate Human Resource function of the Directorate such as leave records and telephone records;
- Handle and respond to general enquiries.

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

**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 Building, Pretoria, 0001.

**CLOSING DATE:** **01 September 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 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 and when required other assessments at a date and time as determined by the Department, and at times within short notice. Applicants will be subjected to a personnel vetting process.

Correspondence will be limited to short-listed candidates only. Should you do not hear from us within three months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill any of these positions.

**CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE**