



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: 08/298/RM

**POST: SENIOR ADMINISTRATIVE OFFICER: RISK
MANAGEMENT**

CENTRE: NATIONAL OFFICE: PRETORIA

SALARY: R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Bachelors Degree or equivalent qualification;
- Two years relevant experience;
- Knowledge of Risk management software software – BarnOwl as an added advantage;
- Drivers' License.

Skills and competencies:

- Project management skills;
- Computer literacy (MS Office);
- Communication skills (verbal and written);
- Advocate of team work;
- Willing to work irregular hours;
- Accuracy and attention to detail.

DUTIES:

- Provide support in maintaining and monitoring the departmental risk profile;
- Assist with roll out of the risk management software;
- Provide end – user support and guidance;
- Serve as the central administrator of the risk management software tool;
- Plan, schedule and provide end – user training on Risk Management software;
- Capture data in risk management software and administer risk profiles;
- Assist Senior/Middle managers in execution of risk management processes;
- Assist in coordination of risk management workshops and training ;
- Assist in budget review, monitoring and control including cash flows;
- Provide administrative support with regards to internal and external audit queries;
- Assist the Directorate Risk Management in conducting research requested on the aspects of Enterprise – wide Risk Management,
- Support managers in project risk assessments for the identified strategic

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

projects;

ENQUIRIES: Mr M Mugodo ☎ 012 357 8747

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: **01 September 2008**

NOTE: Applications will 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. 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

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE