



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: 08/299/RM

POST: ADMINISTRATIVE OFFICER: RISK MANAGEMENT

CENTRE: NATIONAL OFFICE: PRETORIA

SALARY: R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A Bachelor's Degree or equivalent qualification;
- At least one year relevant experience;
- Knowledge of Risk management software – BarnOwl as an added advantage;
- Drivers' License;

Skills and competencies:

- Computer literacy (MS Office);
- Good communication skills (verbal and written);
- Advocate of team work;
- Management of finance or audit;
- Willing to work irregular hours.

DUTIES:

- Assist in data administration of the risk management software;
- Assist in budgeting review, monitoring and control including cash flows;
- Capture data in risk management software;
- Assist Senior/Middle managers in execution of risk management processes;
- Perform miscellaneous job related duties as assigned, e.g. filling, copying etc;
- Prepare and submit payment advices for miscellaneous payments (JYP);
- Co – ordinate the distribution of incoming and outgoing mail;
- Attend to logistical arrangements of the component as and when required;
- Perform messenger duties.

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