



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

15 August 2008

REFERENCE: 08/301/MAS

POST: ASSISTANT MANAGER (ASSISTANT DIRECTOR)

NOTE: This is a re – advertisement, candidates who previously applied need not to re – apply as their application will be considered.

CENTRE: OFFICE OF THE CHIEF MASTER (OCM)

SALARY: R217 482 – R252 483 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate Legal / Commercial degree or equivalent qualification;
- Three years relevant experience of which one year should be at supervisory level;
- Exposure to business processes demonstrated by a career track record.
- Exposure to the operate Department of in the Masters Office or in a trust administration environment will be an added advantage.

Skills and Competencies:

- Strong administrative skills;
- Planning and organization;
- Good communication and interpersonal relations;
- Sound analytical, statistical and problem solving skills;
- Computer literacy;
- Creative, innovative, flexible and highly motivated;
- Ability to work independently and other internal and external clients.

DUTIES:

- Review the operations in Office of the Master throughout South Africa ongoing basis to ensure uniformity and optimal service levels;
- Ensure that regular audits processes are undertaken in order to identify problems areas;
- Ensure up - date manuals are provided to all the offices of the Master detailing systems, procedures and processes in order to enable the effective training, management and uniformity of effective working processes;
- Assist all the offices of the Masters with problems in order to optimize utilization of staff;
- Undertake assignment on a regular basis to improve the productivity of the Masters Offices;
- Review systems and procedures aimed at optimizing efficiency within the offices of the Master;

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

- Ensure that best business processes are undertaken and that standards are maintained.

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 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