



# 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**

**15 August 2008**

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

**REFERENCE: 08/309/SA**

**POST: CHIEF TYPIST**

**NOTE: This is a re-advertisement: Candidates who previously applied are encouraged to re-apply**

**CENTRE: STATE ATTORNEY, JOHANNESBURG**

**SALARY: R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.**

### **REQUIREMENTS:**

- A Grade 12 or equivalent qualification with typing as a passed subject;
- Five years' experience as typist or secretary;
- Minimum typing speed of 35 wpm;
- An appropriate word processing course successfully completed;
- Short-listed candidates will be required to pass a typing test;

### **Skills and Competencies:**

- Computer literacy (MS Office);
- Good interpersonal relations;
- Accuracy and attention to detail;
- Good managerial/supervisory and analytical skills.

### **DUTIES:**

- Co-ordinate, distribute and control work flow of the typing/secretarial component as well as assist with secretarial functions as may be required by the office;
- Provide excellent, reliable and efficient supervision, training and guidance;
- Manage the allocation of leave (including sick leave) of staff in the typing/secretarial component;
- Compile and complete in conjunction with management all performance agreements of the component;
- Assists with short-listing and interviewing of applications for the typing/secretarial component;
- Conduct typing/computer literacy tests i.r.o job candidates;
- Arrange meetings and type minutes for management meetings;
- Perform other functions as may be required.

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

**ENQUIRIES:** Mr S Radebe ☎ (012) 357 8240

**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:** **08 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 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 reserves the right not to fill these positions.

**CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE**