



# 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: 08/310/MAS**

**POST: SENIOR REGISTRY CLERK (2 POSTS)**

**CENTRE: MASTER OF THE HIGH COURT: GRAHAMSTOWN (1)  
AND PORT ELIZABETH (1)**

**SALARY: R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.**

**REQUIREMENTS:**

- Grade 12 or equivalent qualification;
- Two years relevant experience;
- Knowledge of Registry Procedures.

**Skills and Competencies**

- Good interpersonal and organizational skills;
- Communication (verbal and written) skills;
- Computer literacy;
- Accuracy and attention to detail;
- Proven organizational skills and time management.

**DUTIES:**

- Draw files, file and bind documents on the applicable files, trace & maintain files;
- Keep and Update Registers;
- Open files and file documents;
- Open daily mail;
- Trace files and perform other administrative duties;
- Provide support to the Masters or the technical staff in Master.

**ENQUIRIES:** G Masingi ☎ (012) 315 1893

**APPLICATIONS: Separate applications must be made for each centre if applying for more than one.**

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: 08 September 2008**  
**TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE  
AND CONSTITUTIONAL DEVELOPMENT**

**NOTE:**

Applications will 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**