



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: 08/311/CS

POST: ADMINISTRATIVE OFFICER: SEXUAL OFFENCES
(6 MONTHS CONTRACT)

CENTRE: NATIONAL OFFICE, PRETORIA

SALARY: R160 976. 40 = (R117 501 + R43 475.40 (37% benefits)
per annum. The successful candidate will be required to
sign a performance agreement.

REQUIREMENTS:

- A Bachelor's degree in Public Administration or Secretarial Diploma or equivalent qualification;
- Experience in generic administrative processes in a Public Sector;
- Knowledge of the Public Finance Management Act, budgetary/financial management and Sexual Offences will be an added advantage.

Skills and Competencies:

- Computer literacy (MS Office);
- Good communication skills (written and verbal);
- Finance management;
- Able to work under pressure and maintain a positive attitude.

DUTIES:

- Assist the Director with routine administrative functions;
- Assist in budgeting review, monitoring and control including cash flows;
- Draft and distribute minutes and agendas for meetings;
- Responsible for the buying, storing and issuing of stores;
- Receive and process leave forms and all Human Resources matters of the division;
- Assist with receiving and making calls from or to stakeholders;
- 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;

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- Attend to logistical arrangements of the component as and when required;
- Perform messenger duties.

ENQUIRIES: Ms M Kganyago 📞 (012) 315 1844

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: **25 August 2008**

NOTE: Applications must 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 reserves the right not to fill these positions.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE