



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

22 August 2008

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

REFERENCE: 08/313/SA

POST: SENIOR REGISTRY CLERK (3 POSTS)

CENTRE: STATE ATTORNEY, DURBAN

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 appropriate experience;
- Knowledge or experience working in a legal office would be an advantage;
- Knowledge of Registry Procedures;

Skills and competencies:

- Computer literacy (MS Office);
- Communication skills (verbal and written);
- Good interpersonal and organizational skills;
- Ability to work under pressure and in a team.

DUTIES:

- Mail Administration – Receipt and Dispatch (Opening, Sorting, Recording, Distribution, Franking & Dispatch);
- Filing – Draw files, file and bind documents/correspondence on the applicable files, trace & maintain files;
- Filing of files in Archives;
- Keep and Update Registers;
- Provide support to Attorneys, Typists and office as a whole.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

ENQUIRIES: K Govender ☎ 031 – 365 2513

APPLICATIONS: Quoting the relevant reference number, direct your application to:
Postal address: The State Attorney, Private Bag X5430, Durban, 4000.
OR
Physical address: 6th Floor, Metropolitan Life Building, 391 Smith Street, Durban, 4001.

CLOSING DATE: **15 September 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