



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: 08/318/LAS

POST: ADMINISTRATION OFFICER

CENTRE: OFFICE OF THE CHIEF STATE LAW ADVISER, CAPE TOWN

SALARY: R117 501 – R137 946 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Three year relevant Degree or equivalent qualification;
- At least one relevant administrative experience;
- Knowledge of the PFMA;
- Knowledge of JYP in and BAS will be an advantage;
- A valid driver's license.

Skills and Competencies:

- Computer literacy ;
- Good communication (written and verbal) skills;
- Good interpersonal skills;
- Organizational skills;
- Able to work under pressure and willingness to work irregular hours;
- Accuracy and attention to detail.

DUTIES:

- Co-ordinate the distribution of incoming and outgoing mail and keeping a register for the purpose;
- Perform tasks related to the acquisition and procurement of stores and equipment for the Unit;
- Make travel and accommodation arrangements for the Unit;
- Manage the cleaning and the courier services;
- Arrangement of meetings, minutes takings and events for the Office;
- The incumbent will be required to make arrangements for the events for the office;
- Perform miscellaneous job related duties as assigned;
- Supervise Administrative Staff.

ENQUIRIES: Mr S Radebe ☎ (012) 357 8240

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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: **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 HR policies of the Department will be taken into consideration. Preference will be given to the disabled. Shortlisted candidates are required to avail themselves for interviews and when required other assessments at a date and time as determined by the Department, and at times within short notice. Applicants will be subjected to a personnel vetting process.

Correspondence will be limited to short-listed candidates only. Should you do not hear from us within three months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill any of these positions.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE