



# 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: 08/330/MAS**

**POST: HUMAN RESOURCE OFFICER**

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

**SALARY:** R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.

**REQUIREMENTS:**

- Grade 12 or equivalent qualification;
- Two years experience in Human Resource related work;
- The following will serve as a recommendation:**
- Knowledge of the Public Service Act, Human Resource policies and Labour Relations;
- Knowledge of core functions of the Master's office.

**Skills and Competencies:**

- Computer literacy (MS Office);
- Excellent communication skills (written and verbal);
- Good organizing;
- Ability to work under pressure;
- Good interpersonal relations;
- Accuracy and attention to detail.

**DUTIES:**

- Deal with appointment of permanent and temporary staff;
- Handle performance agreements for staff;
- Process applications for leave;
- Ensure that staff is informed of new HR policies and changes;
- Conduct research on identified HR issues to respond to staff enquiries;
- Keep staff records and files;
- Keep record of circulars and general minutes related to HR.

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

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

**APPLICATIONS:** **Separate applications per each PROVINCE must be made and listing the centres**

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: 15 September 2008**

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 typed and 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 and this typed CV must 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 SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance. Preference will be given to the disabled and White, Indian and Coloured females and White, Indian and Coloured males. Shortlisted candidates are required to avail themselves for interviews at a date and time 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. 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**