



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X2033, MMABATHO, 2735 – Tirelo Building, Dr. Albert Luthuli Drive, MMABATHO.
Tel: (018) 389 8302, Fax: (018) 384 2406

Sub-Office File 2/1/5

25 January 2008

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

REFERENCE: 08/VA13/NW

POST: SENIOR ADMINISTRATION CLERK (2 posts)

CENTRE: MAGISTRATES SWARTRUGGENS & POTCHEFSTROOM

SALARY: R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.

Requirements:

- Grade 12 or equivalent qualifications;
- Two years administrative experience;

Skills and competencies:

- Good communication skills (verbal and written);
- Computer literacy (MS Word and Excel)
- Ability to work under pressure;
- Administrative and organizational skills;
- Sound interpersonal relations;
- Good filing skills;
- Accuracy and attention to detail.

Duties:

- Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions:
 - ❖ Handle routine office work
 - ❖ Deal with correspondence;
 - ❖ Asset management and client services;
 - ❖ Processing of documents as well as the rendering of a support function to supervisory personnel and to assist in the daily operations of these units;
 - ❖ Filing, taking minutes, data capturing, handling of payments to contracts and consultants and processing of subsistence and traveling claims;
 - ❖ Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

ENQUIRIES: Mr. Lazarus Moetanalo at 📞 (018) 389 8362.

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X2033, Mmabatho, 2735.

CLOSING DATE: **18 February 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 typed and completed by all applicants is available on the DOJ website 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.

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.

DIRECTOR: HUMAN RESOURCES

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT