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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**

**06 February 2008**

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

**REFERENCE: 08/VA20/NW**

**POST: STATISTICIAN (one year contract)**

**CENTRE: REGIONAL OFFICE, MMABATHO**

**SALARY:** R157 686 – R183 066 per annum. The successful candidate will be required to sign a performance agreement.

**Requirements:**

- A Bachelor's degree with majors in Statistics or Statistics and Mathematics;
- Minimum of 1 year experience in data collection;
- Good command of English language;
- Willingness to work outside official hours and to travel from time to time;
- Ability to arrange and systematise information;
- Proven knowledge of data capturing and reporting;
- A valid drivers licence will be advantageous.

**Skills and competencies:**

- Excellent communication skills ( verbal and written);
- Excellent knowledge of MS Office (Word, Excel, PowerPoint, Access, Project etc)
- Problem solving and trouble shooting ability;
- Efficient and focused when processing information and data;
- Analytical, accuracy and attention to detail;
- High level of confidentiality;
- Ability to apply good judgment and decision making skills;
- Assertiveness and confidence to interact at all levels; and
- Ability to cope under pressure.

**Key Responsibilities:**

- Co-Ordinate the process of data collection within the region and reporting thereof to the Regional Head and National Operations Centre respectively;
- Manage the storage of data and information for the Region;

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- Receive incoming statistical source documents from all offices in the region;
- Enter incoming source documents in a register;
- Capture available data from source documents as required or collate into one report for the Region;
- Keep record of all correspondence regarding data received, captured and stored;
- Follow up on source documents not received;
- Maintain electronic data files;
- Dispatch available data to users, as required from time to time;
- Communicate with relevant stakeholders on questionnaires; and
- Perform related administrative duties as requested from time to time.

**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 for the attention of  
Mr. Lazarus Moetanalo.

**CLOSING DATE:** **25 February 2008**

**NOTE:** 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. **The CV to be 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 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. 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 this position.

**DIRECTOR: HUMAN RESOURCES MANAGEMENT**

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