



# the doj & cd

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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**

**11 February 2008**

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

**REFERENCE: 08/VA25/NW**

**POST: ADMINISTRATION OFFICER**

**CENTRE: ODI MAGISTRATE COURT**

**SALARY:** R106 335 – R123 456 per annum. The successful candidate will be required to sign a performance agreement.

**Requirements:**

- Three year Bachelor's degree/National diploma or Grade 12 with 10 years experience in Courts and the Departmental Financial Management ;
- Sound knowledge of human resources management;
- Sound knowledge of financial management
- Valid drivers licence;

**Skills and competencies:**

- Knowledge of budget control;
- Computer literacy (MS Word)
- Sound knowledge of asset and facility management;
- Sound knowledge of supply chain management and risk management;
- Good interpersonal relations;
- Knowledge of PFMA, DFI, BAS and JYP

**Duties:**

- General supervision of Administrative clerks and Court clerks (court recorders),
- Control of cash hall (monies in trust, criminal, civil sections and general services);
- Render efficient and effective support to the courts;
- Draft memoranda, submissions and reports;
- Compile statistics to show performance and trends;
- Management and maintenance of documents, prescripts and records related to the functions of the department;
- Facilitate training and development of personnel;
- Attend to formal disciplinary matters;

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

- Management of performance in the office; and
- Performance of any other duties necessary to ensure smooth office running.

**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:** **29 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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