



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

05 June 2008

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

REFERENCE: 08/VA57/NW

POST: SENIOR ADMINISTRATION CLERK: DATA CAPTURER

CENTRE: ODI CLUSTER

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

Requirements:

- Grade 12 or equivalent qualification;
- Two years appropriate experience including experience in MS Access; Excel and PowerPoint
- A good command of English;
- A reading ability in other languages would be advantageous;

Skills and competencies:

- Good communication skills (verbal and written);
- Administrative and organizational skills;
- Sound interpersonal relations;
- Ability to liaise with team members and members of the public;
- Good filing skills;
- Ability to work independently;
- Accuracy and attention to detail.

Duties:

- Receive incoming statistical source documents from all sub-offices in court management area;
- Enter incoming source documents into a register;
- Compile batches of source documents received per area management office;
- Capture available data from source documents as required by the Area Court Manager;
- Control to ensure that all data has been captured by comparing computer data with the register;

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- File incoming batches after they have been captured;
- Follow up on source documents not received;
- Maintain electronic data files;
- Dispatch available data to data users as required from time to time and to the Court Nerve Centre at National Office
- Complete daily production returns
- Comply with information security policy;
- Produce defined court performance charts and graphs at the request of the Area Court Manager.

ENQUIRIES: Ms. W Jacobs or Mr. Benjamin Moseje at ☎ (018) 389 8348.

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

CLOSING DATE: **30 June 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. **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 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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