



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

10 July 2008

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

REFERENCE: 08/VA69/NW

POST: ADMINISTRATION CLERK

CENTRE: BAFOKENG MAGISTRATE

SALARY: R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

Requirements:

- Grade 12 or equivalent qualification with Mathematics and/or Accounting as a subject;
- Two years appropriate experience;
- Knowledge of Basic Accounting System (BAS);
- Knowledge of Treasury Regulations and Public Finance Management Act;
- Knowledge of procurement delegations and procedure;
- Knowledge of asset management
- Knowledge of Justice Yellow Pages and Persal systems will be an added advantage.

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.
- Sound knowledge of procurement and asset management.

Duties:

- ❖ Capture journals and electronic payment of accounts on BAS
- ❖ Compile payment advices
- ❖ Reconcile payments with report/s
- ❖ Handle enquiries both internal and external
- ❖ Assist the staff and offices with procurement;
- ❖ Ensure good document administration (filing, faxing, photocopying and quotations)

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- ❖ Maintain Assets Register and registers of labour saving devices;
- ❖ Responsible for the inventory of office furniture, equipment and stationery;
- ❖ Ensure that all office equipment are bar coded;

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: **04 August 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