



# 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**

**10 July 2008**

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

**REFERENCE: 08/VA70/NW**

**POST: SECURITY OFFICER**

**CENTRE: REGIONAL OFFICE**

**SALARY:** R47 787 – R53 316 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;
- Relevant experience within the security field

**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:**

- Assisting members of the public at the entrance with regards to entering the office.
- Confirm visitors' appointments.
- Searching visitors' bags.
- Registering visitors.
- Accompanying visitors to appropriate offices.
- Monitoring order deliveries to the office.
- Allocating parking to visitors.
- Reporting security incidents that occur within the building.

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

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

**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](http://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](http://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**