



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

15 August 2008

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

REFERENCE: 08/VA77/NW

POST: MESSENGER

CENTRE: MMABATHO HIGH COURT

SALARY: R47 787 – R 53 316 annum. The successful candidate will be required to sign a performance agreement.

Requirements:

- Grade 12 or equivalent qualification;
- Two years appropriate experience;
- Ability to read and write clearly;
- A valid code B or EB drivers licence;

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;
- Advanced driving skills;

Duties:

- Manage incoming and outgoing mail;
- Filing and other office duties as required;
- Provide driver services;
- Collect and deliver mail;
- Render any other duties within the occupational class that may be requested to do;
- General correspondence;
- Answering of telephone;
- Take messages;
- Perform other Administrative duties.

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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: **01 September 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 South Africa, 1996 (Act No.108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No. 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

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