



**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL
DEVELOPMENT**

Administration Clerk

Salary: R64 410 - R74 772 per annum

Family Advocate: George (1) and Worcester (2)

Requirements: • Senior Certificate or equivalent qualification. Typing skills and/or previous relevant experience will be an added advantage.

Skills & competencies: • Good communication skills (verbal and written) • Sound interpersonal relations • Ability to liaise with team members and the public • Computer literacy (MS Word, Windows, Excel, Power Point and MS Outlook) • Must be self – driven, innovative with a flair for dealing with people • Ability to work under pressure • Accuracy and attention to detail.

Duties: • Render assistance regarding provisioning administration • Manage the office filing system • Manage travel and subsistence claims • Control inventory and payments of suppliers • Keep records and register up to date • Manage the statistics of the office including office vehicle log sheets • Auxiliary and liaison services i.e. photocopying, faxes • render any administrative duties within occupational class that may be requested.

Enquiries: Mr F Arendse 021 – 426 1216

The Department of Justice is an equal opportunity employer.

In the filling of the post the objective of Section 195(1)(i) of the Constitution of South Africa, 1996 (Act 108 of 1996) and the staffing policy of the Department of Justice will be taken into consideration.

Applications must be submitted on form Z.83 and should be accompanied by certified copies of all qualifications, identity document and a detailed CV.

Separate applications must be made for each post and centre if applying for more than one and failure to do this will result in consideration given to the first choice only.

Please Note: No facsimile and incomplete applications will be accepted.

NB: Non-adherence to these conditions will render your application nul and void.

Please forward your application to: The Family Advocate, Department of Justice and Constitutional Development, PO Box 136, Cape Town, 8000. or

Physical Address: 55 Union Castle Building, 10th Floor St George's Mall, Cape Town.

NOTE: If no response is received within 3 months after the closing date of this advertisement, please regard application as being unsuccessful.

Closing date: 12 September 2008