



**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL
DEVELOPMENT**

Administration Clerk

Salary: R64 410 - R74 772 per annum

Magistrate Offices: Bellville (2), and Goodwood (1)

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

Duties: • The successful candidate will be responsible for handling of routine work done at the Magistrate Office • Dealing with correspondence • Maintaining records • Dealing with Family Law related matters • Applying the Public Service Act, Treasury Regulations, Maintenance Act 99 of 1998, Public Finance Management Act, Domestic Violence Act 116 of 1998 and various other administrative duties.

Enquiries: Mr G Maggott 021 – 950 7700/19

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 Magistrate Office, Department of Justice and Constitutional Development, Private Bag X 10, Bellville, 7535.

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