



DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Typist

Salary: R64 410 – R74 772 (Senior Certificate)

Magistrate Office, Malmesbury

Requirements: • Senior Certificate or equivalent qualification • secretarial skills; word processor spreadsheet; software computer skills; good communication skills; interpersonal proficiency; good telephone manners; work under pressure.

Duties: • The successful candidate will be responsible for typing of reports, proformas, minutes, circulars, memorandums, relief of administrative personnel where and when necessary • Filing, opening files, making appointments, dealing with public queries, various other administration duties.

Enquiries: Mr A Swartz (022) 482 1121

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.

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

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

Please forward your application to: The Area Court Manager, Malmesbury Cluster, Department of Justice and Constitutional Development, Private Bag X01, Malmesbury, 7299.

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