



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA
Tel (012) 315 1111, Fax (012) 315 1113

Sub-Office File 2/1/5

25 April 2008

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

REFERENCE: 08/181/MAS

POST: SENIOR ADMINISTRATION CLERK

CENTRE: MASTER OF THE HIGH COURT: CAPE TOWN

SALARY: R58 290 – R67 668 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- Grade 12 or equivalent qualification;
- Two years administrative experience.

Skills and Competencies:

- Good Computer literacy (MS Office);
- Good communication (verbal and written) skills;
- Good Interpersonal relations;
- Ability to work under pressure;
- Problem solving;
- Attention to detail.

DUTIES:

- Handle routine work done at the office;
- Deal with correspondence;
- Maintain the office filling system;
- Perform various other administrative duties;

ENQUIRIES: Mr G Masingi ☎ (012) 315 1893

APPLICATIONS: Quoting the relevant reference number, direct your application to:
Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.

OR

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

Physical Address: Application Box, First Floor Reception,
East Tower, Momentum Building, 329 Pretorius
Building, Pretoria, 0001.

CLOSING DATE: 19 May 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. 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 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. Preference will be given to the disabled. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department and at short notice and will be subject to a personnel vetting process.

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.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE