

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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 Human Resources 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, Indian/coloured/white male or female. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process

CLOSING DATE : 29 June 2009
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 completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and accompany the Z83 and all other supporting documents required. Applications that do not comply with the above mentioned requirements will not be considered. 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.

OTHER POSTS

POST 23/56 : **LEGAL RESEARCHER REFERENCE: 09/120/LAS**

SALARY : R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Office Of The Chief State Law Adviser, Cape Town

REQUIREMENTS : An (LLB) or four year recognized legal qualification; Experience as a legal researcher will serve as a strong recommendation; Knowledge and experience in the field of Constitutional Law, Labour Law, Administrative Law, and International Law. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Organisational and interpersonal skills; Ability to draft reports; Deal with confidential information; Ability to work accurately and timeously; Willingness to work long hours; Able to use multiple resources – Butterworths and Juta products, library, foreign law, internet etc; Able to handle stress and work under pressure.

DUTIES : Carry out legal research and maintain appropriate records and systems to enable research to be accessed by others; Maintain legal and constitutional documents and ensure they are updated; Consider legal question and plan how to go about answering it before conducting actual research; Summarise in a report relevant research to help answer a legal question; Locate and analyse foreign jurisprudence; Keep abreast of the law including changes in the law; Assist in the development of good office practice with regard to research; Attend to own administrative work.

ENQUIRIES : Mr G. Masingi ☎ (012) 315 1164

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 23/57 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REFERENCE: 09/178/GP**

SALARY : R 174 243 – R 202 287 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office Gauteng

REQUIREMENTS : NQF Level 6 (Tertiary Qualification in Human Resource Management) or Grade 12 plus 6 years experience; Successful completion of Persal training; Three years relevant experience. Skills and Competencies: Knowledge and understanding of Human Resource Management environment; Management of resources; Knowledge of policies/ implementation strategies; Knowledge of the Persal system; Knowledge of Human Resource Management Legislation / directives; Communication and Interpersonal skills; Problem solving, Computer, Numeracy, Literacy, Analytical, Influencing and Motivational skills; Applicant should be committed, client orientated, be loyal, and be able to be a team leader; Good planning and organizing skills.

DUTIES : Manage and co-ordinate human resource administration matters within the Department to contribute to the rendering of a professional human resource management service; Including conditions of service and service benefits (Leave, housing, medical, Injury on duty, service termination, long service recognition, overtime, relocation, pension, allowances); HR provisioning (Recruitment and Selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary reviews etc.); Address human resource management enquiries to ensure the correct implementation of human resource management practices; Ensure the successful implementation of departmental/public service policies on matters related to human resource management to adhere to the relevant prescripts/legislations; Provide inputs on the development / amendments of human resource management policies / practices; Prepare and consolidate reports on personnel administration issues; Inform and guide advice department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practices / policies; Management of human resources which include interalia; Training and development of officials, Performance Agreement and Work allocation;

ENQUIRIES : Mr. D Van Loggenberg 📞 (011) 223 7678
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X06, Johannesburg, 2000

POST 23/58 : **ASSISTANT STATE ATTORNEY (3 POSTS) REFERENCE: 09/119/SA**

SALARY : R138 177 – R148 857 per annum. (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Durban
REQUIREMENTS : An LLB or four year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Strong communication skills with ability to motivate and direct people; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.

DUTIES : Guide and train Candidate State Attorneys; Handle litigation and appeals in the following Courts: Magistrates, High, Labour, CCMA, Land Claims, Constitutional, Tax and Tax Tribunals; Attend to liquidation and insolvency queries; Draft and /or settle all types of contracts of behalf of the various client departments; Render Legal opinions and advice; All forms of arbitration, including inter-departmental arbitrations; Register trusts and companies; Debt collection.

ENQUIRIES : Mr D Rajpaul 📞 (031) 365 2513
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Office of the Chief State Attorney: Private Bag X54301, Durban, 4000 or Physical address: 6th Floor Metlife Building, 391 Anton Lembede (formerly Smith) Street, Durban, 4001

POST 23/59 : **ASSISTANT MASTER SERVICE POINT REF: NC/51/09**

SALARY : Salary to be determined in accordance with experience. The successful candidate will be required to sign a performance agreement.

CENTRE : Master of the High Court, Kimberley

- REQUIREMENTS** : An LLB Degree or four year recognized legal qualification; At least two years appropriate post-qualification legal experience; Knowledge and experience in the Masters environment; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional fields and services provided by the Master's of the High Court; Valid code EB (previous Code 08 driver's license). The following will serve as a recommendation: An appropriate post degree qualification; Management and supervisory experience; Admission as an Attorney or Advocate of the High Court; Short listed candidates will be subjected to a security vetting process. Skills and Competencies: Estate duties; Trust; Administration of Estates; Dispute resolution; Research and report writing; Management and Supervisory skills; Planning and organizing; Strong leadership qualities; Strategic and conceptual orientation; Strong communication skills with the ability to motivate and direct people; Attention to detail; People development and empowerment; Problem solving; Time management; Ability to work in a highly pressurized environment.
- DUTIES** : Manage the effective and efficient delivery of Masters Services at the Service Points where based and surrounding service points; The post incumbent would report to the applicable Master; Direct and take full responsibility for all operations of the Masters services at the Service Point within the established policy framework including financial matters, e.g. budgeting; Provide leadership, direction and training in respect of Masters Services; Represent the Service Points in respect of Masters Services in its relationships with internal and external stakeholders.
- ENQUIRIES** : Mr C David 📞 (053) 831 1942
- NOTE** : Preference will be given to the disable
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X 6106, Kimberly 8300 OR Physical address: 7th New Public Building (Magistrates Court), cnr Knight and Streat Streets, Kimberley
- POST 23/60** : **CHIEF TYPIST REFERENCE: 09/126/SA**
- SALARY** : R117 501 – R139 419 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney, Kwazulu Natal
- REQUIREMENTS** : A Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform work satisfactory (a pass in Mathematics will be an advantage); Knowledge of Financial Provisioning and/or Human Resources, administration procedures and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government; Skills and Competencies: Computer literacy (MS Office); Good interpersonal relations; Planning and organizing; Intermediate typing skills; Language skills and ability to communicate well with people at different levels and of different backgrounds; Proper usage of office equipment; Good managerial/supervisory and analytical skills; Ability to correctly interpret relevant documentation; Understanding justice, human rights, non-racialism, cultural diversity and gender related matters.
- DUTIES** : Make travel arrangements and process related matters for Office Head; Coordinate office activities and reporting; Arrange meetings, appointments and events in the diary of the Office Head; Source information which may be of importance to the Office Head e.g. newspapers, clippings, internet articles and circulars; Provides support to Office Head regarding meetings appointments, etc; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the Office Head; Draft routine correspondence submissions, reports and other correspondence and notes; Keep a proper and updated documents filling and retrieval system; Perform other functions as may be required.
- ENQUIRIES** : K Govender 📞 031 365 2513
- 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 Physical Address: Application Box, First

Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

- POST 23/61** : **ADMINISTRATIVE OFFICER REFERENCE: 09/124/SA**
- SALARY** : R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney, Kwazulu Natal
- REQUIREMENTS** : A Bachelor's Degree or equivalent qualification; At least one year relevant experience; Knowledge of D.F.I, Treasury Regulations, PFMA and Performance Management; Knowledge of Procurement and Provisioning; Valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication (verbal and written) skills; Ability to interpret and apply policy; Problem solving and interpersonal skills; Supervisory skills; Analytical skills; Attention to detail.
- DUTIES** : Supervision and oversee the following: Registry Section; Transport Officer; Messengers; Operators; Special projects such as Social Welfare matters and Home Affairs matters; Direct and manage the provisioning and procurement of Goods and Services; Management of asset and stock Control; Attend to Procurement and JYP (Justice Yellow Pages); Assist with Budget and compile Performance Reports; Co-ordinate of office functions, Conferences, Workshops, etc; Assist management.
- ENQUIRIES** : K Govender ☎ 031 365 2513
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The State Attorney, Private Bag X54301, Durban, 4000. OR Physical address: 6th Floor, Metropolitan Life Building, 391 Smith Street, Durban, 4001
- POST 23/62** : **MAINTENANCE INVESTIGATOR REF: NC/53/09**
- SALARY** : R 117 501 – R 136 419 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office, Douglas
- REQUIREMENTS** : An applicable legal qualification, paralegal qualification or Grade 12 certificate with five years relevant experience; Experience in family law matters; Knowledge of the Maintenance Act (Act 990 of 1998); Computer literacy (MS Office); Numeracy skills; Excellent communication skills (written and verbal); Ability to work with the public in a professional and empathetic manner; Develop a thorough understanding of all services procedures; Involve oneself in areas of Family Law; Explain legal terminology and processes in simple language; manage time effectively and develop good facilitation skills; Think innovatively and work in a pressured environment; Assist the court in conducting of Maintenance enquiries.
- DUTIES** : Trace persons liable to pay maintenance and Maintenance defaulters; Gather and secure information related to maintenance defaulters; Testify in Court under the supervision of Maintenance Officers/ Maintenance prosecutors; Render administrative support to the office; Outdoor function requiring physical tracing capabilities.
- ENQUIRIES** : Mr J Tope ☎ (053) 839 0060.
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, c/o Knight & Stead Streets, Kimberley.
- POST 23/63** : **HUMAN RESOURCE OFFICER (RE-ADVERTISEMENT) REF: NC/158/08**
- SALARY** : R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Kimberley
- REQUIREMENTS** : Grade 12 or equivalent qualification; Diploma in Labour Relations / Human Resources will be an added advantage; One to two years administrative experience. (experience in Labour Relations / Human Resources will be an added advantage); Knowledge of the Labour Relations Act, Public Service Act, Disciplinary Code & Procedures, Grievance Procedure of 2003 of the Public

Service and other Labour legislations; Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Good organizing skills; Attention to detail; Valid driver's license will be an added advantage.

DUTIES : Provide Administrative support to Employee Relations Unit; Assist with misconduct cases; Compile monthly reports and statistics; Respond to verbal and written enquiries; Monitor Employment Equity Statistics in the Region; Provide secretarial services to Regional EE and Labour Committee; Assist with coordination of Peer Education Programme in the Region; Assist with the provision of Employee Relations training.

ENQUIRIES : Mr J Tope ☎ (053) 839 0060.

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6106, Kimberley, 8300. Applications can also be hand delivered to The New Public Building (Magistrate's Court), 7th Floor, c/o Knight & Stead Streets, Kimberley.

NOTE : If applying for more than one post, please state the name of the office as well as order of preference. One application per post

POST 23/64 : **SECRETARY REFERENCE: 09/122/LCD**

SALARY : R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Rules Board, Pretoria

REQUIREMENTS : Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactory; Knowledge of Financial Provisioning and/or Human Resources administration procedures and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government. Skills and competencies: Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Language skills and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipments

DUTIES : Make travel arrangements; Process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reporting; Records appointments and events in the diary of the manager; Operate office equipment like fax machines, photocopiers, etc. and ensures that it is in good working order; Source information which may be of importance to the manager (e.g. news paper, clippings, internet articles and circulars); Provides support to manager regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager; Draft routine correspondence submissions, reports and other correspondence and notes; Keep a complex document filing and retrieval system.

ENQUIRIES : Mr S Radebe ☎ (012) 357 8240

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

POST 23/65 : **COURT INTERPRETER REFERENCE: 09/VA66/NW**

SALARY : R76 194 – R88 464 annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Schweizer – Reneke Magistrate Court

REQUIREMENTS : Grade 12 or equivalent qualifications; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers licence will be an added advantage Language proficiency: Setswana, Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho and Tsonga. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and

- Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Interpret in criminal court, civil court, labour court and quasi proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecution.
- ENQUIRIES APPLICATIONS** : Mr. Lazarus Moetanalo at ☎ 018 397 7064
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
- POST 23/66** : **COURT INTERPRETER REFERENCE: 09/VA68/NW**
- SALARY** : R76 194 – R88 464 annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Rustenburg Magistrate Court
- REQUIREMENTS** : Grade 12 or equivalent qualifications; Tertiary qualification will be an advantage; Applicants will be subjected to a language test; A valid drivers licence will be an added advantage. Language proficiency: Setswana, Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho and Tsonga. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel) Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Interpret in criminal court, civil court, labour court and quasi proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecution.
- ENQUIRIES APPLICATIONS** : Mr. Lazarus Moetanalo at ☎ 018 397 7064
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
- POST 23/67** : **SENIOR ACCOUNTING CLERK REFERENCE: 09/125/CFO**
- SALARY** : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification with Accounting as a passed subject; Relevant experience in Finance; Knowledge of Treasury Regulations and Basic Accounting System (BAS). Skills and Competencies: Computer literacy (Microsoft Word and Excel); Good communication skills (verbal and written); Good interpersonal skills; Ability to work under pressure and be self – motivated; Accuracy and attention to detail.
- DUTIES** : Handling of Disbursement queries; Distribution of payment Stubs; Responsible for Batch Control; Capturing and verification on safety net; Capturing of supplier on BAS.
- ENQUIRIES APPLICATIONS** : Mr M Mugodo ☎ 012 357 - 8747
: Quoting the relevant reference number, direct your application to: Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- POST 23/68** : **ADMINISTRATION CLERK (2 POSTS) REFERENCE: 09/123/LCD**
- SALARY** : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant appropriate experience; A valid driver's license. Skills and Competence Good communication skills (written and verbal); Computer literacy; Financial skills; Good interpersonal and organizational skills; Ability to work under pressure and in a team; Attention to detail.

DUTIES : Procurement of goods and services; Asset management; Make travel and accommodation arrangements and arrange meetings and conferences for Rules Board members and staff; Maintain a sound filing and record-keeping system; Attend to human resource and finance matters; Provide administrative support to the Rules Board Secretariat; Attend to payment of accounts; Draft general correspondence and memoranda; Perform any other office administration duties as directed by the supervisor.

ENQUIRIES APPLICATIONS : Mr S Radebe ☎ (012) 357 8240
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POST 23/69 : **ADMINISTRATION CLERK – FAMILY ADVOCATE REFERENCE: 09/VA71/NW**

SALARY : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Mafikeng, North West
: Grade 12 or equivalent qualification; At least two years' experience in an administrative environment; Proficiency in at least two official languages; Studying towards a degree/diploma will be an added advantage; A valid drivers' licence will also be advantageous; Skills and competencies: Good communication skills (verbal and written); Sound interpersonal skills; Ability to liaise with team members and the public; Computer literacy especially MS Word, MS Excel, PowerPoint and Outlook; Must be self-driven, innovative, creative with flair in dealing with people; Ability to work independently and under pressure; Accuracy and attention to detail.

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

ENQUIRIES APPLICATIONS : Mr. M L Moetanalo at ☎ (018) 397 7064
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.

POST 23/70 : **TYPIST REFERENCE: 09/VA67/NW**

SALARY : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Klerksdorp Magistrate Court
: Grade 12 or equivalent qualification, preferably with typing as a passed subject ; An appropriate word processing course successfully completed; Two years appropriate experience including experience in MS Access; Excel and PowerPoint; Minimum typing speed of 35 wpm; A reading ability in other languages would be advantageous; Short listed candidates will be subjected to a typing test. Skills and competencies: Computer literacy (MS Word, MS Excel & PowerPoint; Good communication skills (verbal and written); Administrative and organizational skills; Ability to work under pressure; Ability to liaise with team members and members of the public; Good filing skills; Ability to work independently; Accuracy and attention to detail.

DUTIES : Type reports; Handle general correspondence; Answer telephone and take messages; Undertake other administrative duties as and when required; Capture available data from source documents as required by the management; File documents as required; Improve and maintain the quality typed work; Maintain electronic data files; Comply with information security policy.

ENQUIRIES APPLICATIONS : Ms. W Jacobs at ☎ (018) 389 8348.
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.

POST 23/71 : **ADMINISTRATION CLERK REFERENCE: 09/VA69/NW**

SALARY : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Fochville

REQUIREMENTS : Grade 12 or equivalent qualification with Mathematics and/or Accounting as a subject; Two years appropriate experience; Knowledge of Basic Accounting System (BAS); Knowledge of Treasury Regulations and Public Finance Management Act; Knowledge of procurement delegations and procedure; Knowledge of asset management; Knowledge of Justice Yellow Pages and Persal systems will be an added advantage. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail; Sound knowledge of procurement and asset management.

DUTIES : Capture journals and electronic payment of accounts on BAS; Compile payment advices; Reconcile payments with report/s; Handle enquiries both internal and external; Assist the staff and offices with procurement; Ensure good document administration (filing, faxing, photocopying and quotations); Maintain Assets Register and registers of labour saving devices; Responsible for the inventory of office furniture, equipment and stationery; Ensure that all office equipment are bar coded,

ENQUIRIES : Mr. Lazarus Moetanalo at ☎ 018 397 7064

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.

POST 23/72 : **ADMINISTRATION CLERK REFERENCE: 09/VA70/NW**

SALARY : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Bafokeng

REQUIREMENTS : Grade 12 or equivalent qualification with Mathematics and/or Accounting as a subject; Two years appropriate experience; Knowledge of Basic Accounting System (BAS); Knowledge of Treasury Regulations and Public Finance Management Act; Knowledge of procurement delegations and procedure; Knowledge of asset management; Knowledge of Justice Yellow Pages and Persal systems will be an added advantage. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail. Sound knowledge of procurement and asset management.

DUTIES : Capture journals and electronic payment of accounts on BAS; Compile payment advices; Reconcile payments with report/s; Handle enquiries both internal and external; Assist the staff and offices with procurement; Ensure good document administration (filing, faxing, photocopying and quotations); Maintain Assets Register and registers of labour saving devices; Responsible for the inventory of office furniture, equipment and stationery; Ensure that all office equipment are bar coded.

ENQUIRIES : Mr. Lazarus Moetanalo at ☎ 018 397 7064

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.