

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 Resource policies of the Department will be taken into consideration. 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.

<u>CLOSING DATE</u>	:	22 February 2010
<u>NOTE</u>	:	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. 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.

MANAGEMENT ECHELON

<u>POST 05/49</u>	:	<u>CHIEF DIRECTOR: STRATEGY MONITORING AND EVALUATION: 10/22/COO</u>
<u>SALARY</u>	:	R746 181 – R905 538 per annum (All inclusive). The successful candidate will be required to sign a Performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria
<u>DUTIES</u>	:	Masters degree or equivalent qualification; Five years Senior Management experience; At least five years working experience in driving a strategy development process for a medium to large organization; Proven experience in Strategic development and deployment; Working knowledge of customer focus strategies and service delivery systems; Knowledge of setting outcome targets, developing performance measures, gathering performance data, including analyzing and interpreting performance data; Proven experience in producing annual and quarterly reports; Skills and Competencies: Above average thinking capabilities; Working knowledge of project management; Broad understanding of forecasting, planning, coordination and decision making processes; Above-average communication and advocacy skills;
<u>ENQUIRIES APPLICATIONS</u>	:	Assist the Director-General and Chief Operations Officer in the overall management of the strategy management process in the Department; Drive the Departments strategy development and deployment process; Develop and maintain appropriate governance to support the Department's strategy; Monitoring and evaluate the implementation of the Department's strategy; Evaluate and organizational performance, vision long-term direction and identify new opportunities; Co-ordinate the collection, analysis and interpretation of information concerned with strategy for the organization and present such information to enable information decision making; Facilitate the provision of continuous feedback to the Departmental management teams
	:	Mr I Tshabalala ☎ (012) 357 8186
	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: 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 05/50 : **PRINCIPAL STATE LAW ADVISER: 10/19/CS**

SALARY : R 663 303 – R1 006 389 per annum (All inclusive). (Salary to be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : LLB degree or four year recognized legal qualification; 10 years appropriate post qualification litigation/advisory experience; Admittance as an Attorney or Advocate; Practical experience in managing external service providers and Project Management; Knowledge of the Public Finance Management Act, Treasury Regulations and relevant prescripts; Experience and understanding of the Constitutional framework and the South African Judicial System; A valid driver's license. Skills and Competencies: Legal research, planning and decision making skills; Legislative drafting skills; Creative legal thinking and problem solving skills; Good Communication (verbal and written) skills; Presentation and facilitation skills; Programme and Project management skills; Performance management and administration; Strategic planning capability and leadership skills;

DUTIES : Legal research, policy development and analysis; Drafting of memoranda, reports and government notices; Scrutinize legislation related to Chief Directorates responsibilities; Draft legal opinions; Consultation and engagement with research institutions with Government and external bodies.

ENQUIRIES : Mr. I Tshabalala ☎(012) 357 8186

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.

OTHER POSTS

POST 05/51 : **PERSONAL EXECUTIVE SECRETARY TO THE CHIEF JUSTICE: 10/04/GP**
Three Year Contract Position

SALARY : All inclusive salary package of R378 456 - R 439 214 per annum. The successful candidate will be required to sign a Performance Agreement and be subjected to a security clearance.

CENTRE : Constitutional Court: Braamfontein

REQUIREMENTS : A Bachelor's degree or equivalent qualification; Strong organizational abilities and analytical acumen; Knowledge and experience of office administration and public relations; Extensive secretarial knowledge and experience; Knowledge of the South African constitutional and judicial framework and understanding of the Superior and Lower Court system; Willingness to work irregular hours and under pressure. Skills and competencies: Computer literacy; Time and data management expertise; Exceptional interpersonal skills; excellent communication skills (oral and written); Integrity and discretion in dealing with secret and confidential matters High professional ethos; Display initiative; Meets strict deadlines and ability to work under pressure; A sense for attention to detail.

DUTIES : Provide general secretarial and administrative support to the Chief Justice and his/or her office; Handle high level correspondence and enquiries addressed to the Chief Justice or his/her office; Manage flow of documentation between the Chief Justice and the justices of the Constitutional Court, Heads of Courts and the office of the Executive Director for Judicial Administration; Effective records, correspondence and information management; Pursue all avenues of enquiry indicated by the Chief Justice and where necessary, direct attention to others; Be available to attend any meetings or hearings and to keep notes of the proceedings; and Perform any other functions as directed by the Chief Justice. Receive and provide hospitality to the official visitors to the Chief Justice and the Constitutional Court; Receive and forward enquiries from the Ministry/JSC/JSE and other components if the Department for follow up, research, comments and for answering either orally or in writing before submission to the Chief Justice.

APPLICATIONS : Private Bag X6, Johannesburg, 2000 • 15th Floor Carlton Centre, Commissioner Street, JOHANNESBURG Tel (011) 223 7600

<u>POST 05/52</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: 10/20/CS</u>
<u>SALARY</u>	:	R242 253 – R588 816 per annum. (Salary to be determined in accordance with experience) The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office An LLB or four year recognized legal qualification At least 8 years appropriate post qualification legal experience; Practical experience in managing external services providers and Project Management; Knowledge of the Public Finance Management Act, Treasury Regulations and relevant prescripts; A valid code eight (8) drivers license; Experience and understanding of the Constitutional Framework and the South African Judicial System. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Legal research, planning and decision making skills; Analytical skills; Strategic capability and leadership skills; Project management; Presentation and facilitation skills; Ability to stay up to date with new development in South African Law.
<u>DUTIES</u>	:	Legal research, policy development and analysis; Drafting of memoranda, reports and government notices; Scrutinize legislation related to Chief Directorates responsibilities; Draft legal opinion; Consultation and engagement with research institutions with Government and external bodies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. I Tshabalala ☎(012) 357 8186 Quoting the relevant reference number, direct your application to: Postal address: 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
<u>POST 05/53</u>	:	<u>OFFICE MANAGER: 10/23/SA</u>
<u>SALARY</u>	:	R240 318 – R283 081 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney, Johannesburg An appropriate three year degree or equivalent qualification; Three years appropriate experience of which at least one year should be at supervisory position; Knowledge of departmental strategic goals, performance reward, pay progression and backdated promotions prescripts as well as departmental policies; Knowledge of the Public service and the working of Government; Knowledge of Performance Management system in Public service; Understanding confidentiality in Government; A valid driver's license (Code 8). Skills and Competencies: Research and negotiation skills; Strategic thinking and leadership skills; Human resources skills; Communication (verbal and written) skills; Interpersonal skills; Computer literacy (Ms Office, Intranet and internet); Presentation skills; Problem solving and decision making; Customer service orientation; Ability to work independently, yet a part of a team when required and work under pressure and meet deadlines; Financial management.
<u>DUTIES</u>	:	Exercise all financial control and supervisory duties over Trust and Vote Accounts; Overall management of Agency Services, procurement of goods and services; Compile, manage and oversee the office budget and report to Budget Coach; Manage and oversee all personnel assessments and administer the leave system; Manage the library services and all state assets including machines and computers; Manage and oversee functions of transport officer and the filing of vacancies; Manage and control of Secretarial Services; Manage and control security, safety and accommodation matters; Manage and oversee the proper functioning of archives and Registry Services; Maintain and compile monthly and quarterly statistics and submit to Chief Litigation Office.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Radebe ☎ 012 357 - 8240 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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.

<u>POST 05/54</u>	:	<u>COURT MANAGER 2 POSTS 15/10/EC</u>
<u>SALARY</u>	:	R240 318 – R283 080 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate, Elliot dale (1); Magistrate, Flagstaff (1)
	:	A 3-year qualification in Administration and/or a National Diploma in Services Management (NQF Level 5) + the module in Case Flow Management or equivalent qualification; 5-year's managerial or supervisory experience; A valid code EB driver's licence; The following will serve as strong recommendations; Knowledge of and experience in office and district administration; Knowledge of financial management; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer Literacy
<u>DUTIES</u>	:	Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage the communication and relations with the internal and external stake holders; Manage service level agreement.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms U Nqatha ☎ 043 702 7181
	:	Please note: A separate application must be completed for every posts applied for. Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200
<u>POST 05/55</u>	:	<u>ASSITANT DIRECTOR 2 POSTS 16/09/EC</u> Re-Advertisement
<u>SALARY</u>	:	R192 540 – R232 590 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate, Queenstown (1); Magistrate, Mthatha (1)
	:	A Relevant degree in Administration / Finance or an equivalent qualification or a National Diploma in Services Management (NQF Level 5) + the module in Case Flow Management Three year's relevant experience; A valid code EB driver's licence; The following will serve as strong recommendations: Knowledge of and experience in office and district administration; Knowledge of financial management; Skills and Competencies: Supervisory skills; Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer Literacy
<u>DUTIES</u>	:	Coordinate and manage the financial and human resources of the office; Advise and assist on matters, of strategic and business planning for the office; Manage the facility, physical resources, information and communication related to the post; Manage Supply Chain, asset verifications, updating asset registers etc; Budget planning for the office and internal stakeholders; Provide case tracking services to the judiciary and prosecuting authority; Develop and implement customer service improvements strategies for the office; Co-ordinate and manage staff training in liaising with the training committee and the Court Manager; Manage staff issues relating to the post; Coordinate stakeholder meetings monthly; and keep minutes for filling; Assist in any checking duties which may be require; Assist the Court Manager in the execution of his duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms U Nqatha ☎ 043 702 7181
	:	Please note: A separate application must be completed for every posts applied for. Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
<u>POST 05/56</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER: 17/10/EC</u>
<u>SALARY</u>	:	R192 540 – R232 590 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate, Queenstown

- REQUIREMENTS** : A Bachelor's Degree in Financial or Commercial field or equivalent qualification; Three year's experience in Expenditure and Budget Management; Knowledge and experience of the financial systems of the Department; A valid drivers' license – will be expected to travel extensively; Skills and Competencies: Computer literacy (MS Office with focus on Excel); Good communication skills (written and verbal); General office and project management; Sound financial management; Exceptional report writing; Good interpersonal relations; Strong analytical skills and assertiveness; Ability to work under pressure and be self motivated; Accuracy and attention to detail.
- DUTIES** : Ensure financial administration, maintenance and compliance within (courts) the cluster; Identify financial problems and risks; Analyze procurement and asset management within the cluster; Provide financial capacity building within own designated area; Compile TPMU reports on office visits; Support the department in financial operations and strategic requirements; Review monthly performance with the Financial Regional Manager.
- ENQUIRIES APPLICATIONS** : Ms U Nqatha 📞 (043) 702 7000
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.
- POST 05/57** : **ASSISTANT DIRECTOR: POLICY PLANNING: 10/18/CS**
- SALARY** : R192 540 – R223 527 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
: Relevant Bachelor's Degree or equivalent qualification; Minimum of three years experience in strategy formulation, implementation, monitoring and evaluation; Experience in project Management; Valid code eight (8) driver's license. Skills and Competencies: Advanced computer proficiency; Excellent communication (written and verbal) skills; Report writing skills; Facilitation and Project Management skills; Innovative and creative thinking abilities; Research and analytical skills; Advanced problem solving skills; Ability to interact at high levels, work under pressure and meet deadlines; Work effectively and accurately to deadlines with minimum supervision.
- DUTIES** : Process and manage the procurement of goods and services and effect timeous payment of service providers; Planning and co-ordination of the projects on Judicial reform of the Sheriff's profession and Policy; Provide administrative support to the projects; Monitor the projects resources and expenditure trends; Liaise with the stakeholders involved in the projects.
- ENQUIRIES APPLICATIONS** : Mr. I Tshabalala 📞(012) 357 8186
: Quoting the relevant reference number, direct your application to: Postal address: 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 05/58** : **PRINCIPAL COURT INTERPRETER: 14/10/EC**
- SALARY** : R161 970 – R190 791 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate, East London
: Grade 12 with ten years experience in court interpreting; Language proficiency to be good in English, Xhosa and Afrikaans; The following will serve as an added advantage: Valid driver's license; A Tertiary qualification in Legal Interpreting and Translations; Skills and Competencies: Computer literacy; Good communication (verbal and written); Ability to work under pressure; Administration and organization skills; Good interpersonal relations; Problem solving; Attention to detail.
- DUTIES** : Control and supervise Court Interpreters; Interpret in special cases when necessary; Train and develop Court Interpreters; Monitoring attendance register to ensure punctuality; Attend to personnel administrative aspects pertaining to Interpreters; Ensure that subordinates perform their duties in compliance with their performance agreements; Do allocation of Interpreters to courts; Execute duties assigned by Court Manager.
- ENQUIRIES** : Ms Nqatha 📞 (043) 702 7181

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head; Private Bag X9065; East London; 5200.

POST 05/59 : **PRINCIPAL COURT INTERPRETER: 14/10/EC**

SALARY : R161 970 – R190 791 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate, East London

REQUIREMENTS : Grade 12 with ten years experience in court interpreting; Language proficiency to be good in English, Xhosa and Afrikaans. The following will serve as an added advantage: Valid driver's license, A Tertiary qualification in Legal Interpreting and Translations Skills and Competencies: Computer literacy; Good communication (verbal and written); Ability to work under pressure; Administration and organization skills; Good interpersonal relations; Problem solving; Attention to detail.

DUTIES : Control and supervise Court Interpreters; Interpret in special cases when necessary; Train and develop Court Interpreters; Monitoring attendance register to ensure punctuality; Attend to personnel administrative aspects pertaining to Interpreters; Ensure that subordinates perform their duties in compliance with their performance agreements; Do allocation of Interpreters to courts; Execute duties assigned by Court Manager.

ENQUIRIES : Ms Nqatha ☎ (043) 702 7181

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head; Private Bag X9065; East London; 5200.

POST 05/60 : **REGISTRAR**

SALARY : R157 299 – R179 862 per annum (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement

CENTRE : Molopo Regional Court, Mmabatho: 10/VA03/NW

REQUIREMENTS : LLB Degree or an appropriate four year legal qualification; Minimum of five years relevant post qualification experience; Skills and Competencies: Case Flow management; Dispute Resolution; Legal drafting; Legal research; Numeracy skills Office management, planning and organization skills Conflict and resolution management; Computer literacy (MS Office); Good Communication (verbal and written); Leadership and management skills; Good interpersonal relations; Ability to interpret acts and regulations Negotiation, motivation, customer relations, self-management and stress management skills.

DUTIES : Co-ordinate Case Flow Management Support services to the Regional Court President and Regional Magistrates; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates' Court Act 1944 at the court stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil section, including divorce cases; Assist the public with court proceedings; Process reviews and appeals; Implement rules, procedures, practices and costs periodically in co-operation with the Regional Court President, Court Manager and the Judiciary; Manage court information relating to civil and divorce cases including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute requests from the judiciary in connection with cases and other related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, Acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of the court in the lower courts.

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. OR Physical address: Reception area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Mafikeng, 2745.

ENQUIRIES : Ms. Waliyya Jacobs at ☎ 018 397 7054

POST 05/61 : **STATE ACCOUNTANT: TRAINING AND VIDEO PRODUCTION UNIT 2 POSTS 10/24/CFO**

SALARY : R130 425 - R151 425 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A three year Bachelor's Degree in Finance or equivalent qualifications; At least one year experience in the financial environment; Knowledge of the Public Finance Management Act and the National Treasury Regulations; Knowledge of Basic Accounting System (BAS); A valid driver's license Skills and Competencies: Computer literacy (MS Excel, PowerPoint and word); Good communication(written and verbal) skills; Good interpersonal relations; Facilitation/ training skills; and Drafting of procedure manuals and training material

DUTIES : Draft financial procedures and processes manuals; Draft training material in outcomes based standards; Facilitate/provide financial training; Logistic management and update training database; General administration functions.

ENQUIRIES : Ms M Kganyago 📞 (012) 315 1844

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: 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 05/62 : **SECRETARY: POLICY DEVELOPMENT: 10/21/CS**

SALARY : R85 338 – R99 081 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : Grade 12 with typing as subject or Secretarial Certificate or any other training/qualification; 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; Financial and administrative skills; 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; Keep a complex document filing and retrieval system; Dealing with incoming and outgoing calls of manager

ENQUIRIES : Mr. I Tshabalala 📞(012) 357 8186

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: 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 05/63 : **SECRETARY: VICTIM SUPPORT & SPECIALISED COURT SERVICES: 10/26/CS**

SALARY : R85 338 – R99 081 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : Grade 12 with typing as subject or Secretarial Certificate or any other training/qualification; Knowledge of Financial Provisioning and/or Human Resources administration procedures and processes; Knowledge of procedure

and processes applied in Office Management; distending of confidentiality in Government. Skills and competencies: Planning and organizing; Financial and administrative skills; 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, photocopies, 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; Keep a complex document filing and retrieval system; Dealing with incoming and outgoing calls of manager

ENQUIRIES : Mr. I Tshabalala ☎(012) 357 8186
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: 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, and 329 Pretorius Street, Pretoria.

POST 05/64 : **ADMINISTRATION CLERK: STANDARDISATION, TRAINING AND VIDEO PRODUCTION: 10/25/CFO**

SALARY : R72 138 – R83 745 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria
REQUIREMENTS : Grade 12 or equivalent qualification; Financial/Administrative experience will be an added advantage. Skills and competencies: Good communication (verbal and written); Good interpersonal relations; Computer literacy (knowledge of MS Word for Windows, Excel and Power Point); Good organizational skills.

DUTIES : Filing; Preparation of payment documents; Copying labeling and distribution of training and audio-visual material; Asset management within the unit.

ENQUIRIES : Ms M Kganyago ☎(012) 315 1844
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: 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.