

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 : 15 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 21/23 : **ASSISTANT DIRECTOR: GUARDIANS FUND (4) REFERENCE: 52/09/MAS/WC**

SALARY : R174 243 – R210 489 per annum.
CENTRE : Master of the High Court, Cape Town
REQUIREMENTS : A three year Bachelors degree or Diploma or equivalent qualification in Finance (Accountancy) plus 3 years relevant experience; Three years managerial experience; Knowledge of Public Service and Departmental legislation and prescripts; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and Departmental Financial Instructions (DFI). Skills and Competencies: Managerial and Supervisory skills; Planning and Organizing; Strong leadership qualities; Problem solving and decision making skills; Ability to interpret and apply policy; Good computer literacy (MS Office); Strong communication skills (verbal and written); Self driven and innovative; Ability to work independently in a highly pressurized environment; Accuracy and attention to detail; Honest, reliable, responsible, accountable, efficient and must believe in transparency; Team work orientated and willing to work under pressure.

DUTIES : Administer and manage the Guardians Fund; Check and verify applications for payment and deposit; Daily payments and bank details; Approve/ disapprove payments; Attend to correspondence; Compile reconciliation statements; Attend to state cheques; Check and verify Guardians Fund, banking and financial registers and reports; Compile statistics by recording work done on a daily, weekly as well as monthly basis; Computer literacy.

ENQUIRIES : Ms Z Agulhas (021) 410 8435
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Department of Justice and Constitutional Development, Private X9171, Cape Town, 8000.

POST 21/24 : **ASSISTANT MASTER (2 POSTS) REFERENCE: 51/09/MAS/WC**

SALARY : R172 761 – R 428 154 per annum. (The salary notch will be determined in line with experience) The successful candidate will be required to sign a performance agreement;

CENTRE : Master of the High Court, Cape Town
REQUIREMENTS : An LLB or four year recognised legal qualification ;At least 8 years appropriate post qualification legal experience; Knowledge of or experience in the Masters environment; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act; Compliance Act, Close Corporation Act, Trust Property Control Act and other relevant legislation; Experience in the administration of estates. Recommendation: An appropriate post degree qualification; Experience in the functional fields of and services provided by the Masters of the High Court;

Management and supervisory experience; Admission as an Attorney or Advocate of the High Court; A valid code EB (code 8) drivers license. Skills and Competencies: 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 skills; Time management skills; Ability to work in a highly pressurized environment; Management and supervisory skills; Good communication (verbal and written); Computer literacy.

DUTIES : Oversee the regulation of all estates and trusts by complying with legislation and regulations with empathy and due consideration; Monitor, review, revise and improve where necessary all legal and administrative operations at the Office of the Master of the High Court on an ongoing basis to ensure uniformity and optimal service levels; Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Development of Justice and Constitutional Development; Ensure effective and efficient financial and human resource management within the Office of the Master; Manage the effective and efficient delivery of services at the Office of the Master of the High Court; Ensure the Masters Services are provided professionally and are of good quality and are provided within acceptable turn around times; Direct and take full responsibility for all service delivery processes and operations of the office within the established policy framework; Provide leadership, direction and training to the legal professional and management team at the office; Represent the Office in its relationships with internal and external stakeholders; Develop and implement strategies for effective management of the legal, professional and management teams to ensure that all service level.

ENQUIRIES APPLICATIONS : Ms Z Agulhas (021) 410 8435.
: Quoting the relevant reference number, direct your application to: The Regional Head, Department of Justice and Constitutional Development, Private X9171, Cape Town, 8000.

POST 21/25 : **ADMINISTRATIVE OFFICER (REF 36/09/LMP)**

SALARY : R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Hlanganani
: Bachelor's degree or equivalent qualifications; Two years experience in Administration and Clerical work; A valid code B drivers' licence. Skills and Competencies: Computer literacy (MS Office); Good interpersonal skills; Ability to work under pressure; Attention to detail.

DUTIES : Act as a supervisor of the Clerks in Court (clerk of court, finance, procurement, family court and administration); Checking the work done in the Civil and Criminal Courts; Checking the work done in finance section(MMT through JDAS and Vote Account); Reconcile Witness Fees, and MMT; Monitor and control the capturing of cases through E-Scheduler; Checking work done in Registry, Estates, Family court; and Provisioning; Manage the Performance Management System in the Office; Compile statistics to indicate performance and trends; Manage finances at offices by complying with PFMA, DFI, and other instructions issued from time to time by CFO; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check all tasks performed by administrative staff on a daily basis;

ENQUIRIES APPLICATIONS : Mrs. E Kotze ☎ 015 287 2040
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

POST 21/26 : **ADMINISTRATIVE OFFICER: (3 POSTS)**

SALARY : R145 920 – R169 410 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate Alberton: Ref: 09/152/GP (1 post)
Magistrate Pretoria: Ref: 09/153/GP (2 posts)

REQUIREMENTS : Three year National Diploma in Public Administration/Management or equivalent; Minimum of 2 years experience in Clerical/ Administrative work; Sound Knowledge of Human Resource Management, Financial Management, Budget Control, Assets

and Facility Management, Supply Chain Management and Risk Management; Extensive knowledge of PFMA, DFI, BAS and JYP; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication skills (written and verbal) Motivating Skills, Planning and organizing, Good interpersonal relations.

DUTIES : Provisioning of general supervision over clerical staff and work in the administration, Checking of diverse document for completion and correctness, Assisting with control over duties related to the domestic violence, Maintenance, Provisioning Administration, Cash Hall and Civil Section and general services, Rendering of effective and efficient support to the courts, Investigating in formal disciplinary matters, Managing performance in the office and quarterly assessment of staff, Handling of correspondence, Drafting memorandum, submissions and reports as well as compile statistics, Rendering advice/ assistance on wide.

ENQUIRIES : Magistrate Alberton: Mr. L Tshibalo ☎ (011) 907 8910

Magistrate Pretoria: Ms. M Ballakistan ☎ (012) 012 319 4035

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

POST 21/27 : **STATE ACCOUNTANT (1 POST) REFERENCE: 55/09/MAS/WC**

SALARY : R117 501– R 137 976 per annum

CENTRE : Master of the High Court, Cape Town

REQUIREMENTS : A Three year Bachelor's Degree/ National Diploma in Finance or relevant qualification; Two years relevant experience in administration and financial environment; Knowledge of BAS and JYP; Knowledge of PFMA, Treasury Regulations, Public Sector Prescripts and Departmental Financial Instructions (DFI);The successful candidate will be required to sign a performance agreement. Skills and Competencies: Report writing skills; Interpretation skills; Analytical skills; Good computer literacy (especially MS Word, Excel, Power Point);Good communication skills (verbal and written);Good Interpersonal relations; Problem solving skills; Accuracy and attention to detail.

DUTIES : Liaise with the Office Manager with regard to finance matters related to the Masters Office- Control Section; Perform administrative related functions; Assist in audit functions within the office; Maintain a BAS Payment Register; Capturing of all BAS payments; Draw of monthly BAS detailed reports and verify against payment batches; Verify all payment documentation in accordance with prescripts; Management of Telephone Accounts; Maintaining a Register of all funds received; Depositing of State monies; Preparation of letters for outstanding accounts; Responsible for assisting personnel to complete Travel & Subsistence claims; Checking correctness of all documentation for completeness and correctness; Responsible for the safe keys and contents therein; Ensure financial compliance in accordance with DFI.

ENQUIRIES : Ms Z Agulhas ☎ (021) 410 8435.

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Department of Justice and Constitutional Development, Private X9171, Cape Town, 8000.

POST 21/28 : **ESTATE CONTROLLER REFERENCE: 53/09/MAS/WC**

SALARY : R117 300 – R134 122 per annum (Salary will be determined in accordance with experience) The successful candidate will be required to sign a performance agreement;

CENTRE : Master Of The High Court, Cape Town

REQUIREMENTS : An LLB degree plus two years appropriate post qualification legal experience; Skills and competencies: Good computer literacy (MS Office); Good communication skills (verbal and written); Interpersonal skills; Ability to work under pressure; Problem solving; Attention to detail; Customer focus.

DUTIES : Administration of deceased estates and insolvent estates, Curatorship, Trusts and all aspects related to the administration thereof; Ensure that the service level agreements determined internally and externally are met and that consistent and professional standards of service are provided to clients; Ensure that all opportunities and problems that may impact on service level agreements or effectiveness of operations are brought to the attention of the Assistant Master; Assist with training and development of new personnel in order for the Department to effectively administer estates and resolve any problems; Deal with members of the public and all other parties in a professional manner and ensure that their

		requests are dealt with expeditiously and effectively; Prepare court reports in a professional manner when required to; Prepare all monthly management reports in the prescribed formats together with any required interpretations and recommendations.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z Agulhas ☎ (021) 410 8435.
	:	Quoting the relevant reference number, direct your application to: The Regional Head, Department of Justice and Constitutional Development, Private X9171, Cape Town, 8000.
<u>POST 21/29</u>	:	<u>FAMILY LAW ASSISTANT (REF 37/09/LMP)</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Family Advocate: Polokwane
	:	Relevant paralegal qualification/An appropriate Law degree; Knowledge in the functions of the office of the Family Advocate; Knowledge of Children's Act and related legislation impacting on service of Family Advocate; A valid code EB driver's license; The incumbent must be willing to travel extensively within the province/beyond; Skills and Competencies: Computer Literacy(MS Office); Excellent Communication (verbal and written); Family Mediation and Intermediary skills will be an added advantage; Basic negotiation and problem solving skills
<u>DUTIES</u>	:	Study and evaluate pleadings including settlement agreements; Attend to the queries of and provide legal information to members of the public; Liaise with parties, legal representatives and courts regarding the filing of reports; Deal with correspondence; Attend to lower and circuit courts; Facilitate, prepare and/or amend parenting plans; Assist the Family Advocate with legal research in the preparation of trials; Mediate/evaluate of disputes regarding the care, contact and guardianship.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. E Kotze ☎ 015 287 2040
	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>POST 21/30</u>	:	<u>STATE ACCOUNTANT: BUDGET (REF 38/09/LMP)</u>
<u>SALARY</u>	:	R117 501 – 137 976 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office: Limpopo (Polokwane)
	:	A three year Bachelor's Degree/National Diploma in Finance or equivalent qualification plus tow (2) year relevant experience; Sound knowledge of BAS, PFMA, DFI and Treasury Regulations Skills and competencies: Basic Accounting skills; Computer literacy (MS Office); Good communication skills (verbal and written); Ability to work under pressure; Good interpersonal relations; Attention to detail.
<u>DUTIES</u>	:	Prepare the budget for the Region; Coordinate budget estimates from sub-offices; Provide support and financial advice to line managers; Analyze and compile expenditure reports; Request and analyze BAS reports; Control and budget expenditure; Check and authorize sundry payments on BAS; Check and ensure banking of State monies; Compile monthly and quarterly reports; Dealing with journals.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Kotze ☎ 015 287 2040
	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>POST 21/31</u>	:	<u>SENIOR COURT INTERPRETER: (1 POST) REF: 09/176/GP</u>
<u>SALARY</u>	:	R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Soweto
	:	Grade 12 or equivalent qualification; Three years relevant experience in court interpreting; A valid drivers license will be an added advantage. Language Requirements: a combination of the following will be considered: English; Afrikaans; IsiNdebele; IsiZulu; Sepedi; Sesotho; Sestwana; IsiSwati; Tshivenda;

- Xitsonga and IsiXhosa. Candidates who speak a combination of eleven languages will be considered. Skills and Competencies: Computer literacy; Good communication (verbal and written); Ability to work under pressure; Administration and organisation skills; Good interpersonal relations; Problem solving and attention to detail.
- DUTIES** : Control and supervise Court Interpreters; Interpret in special cases when necessary and attend to personnel administration aspects.
- ENQUIRIES APPLICATIONS** : Ms. S Maluleke 📞 (011) 980 8130
- : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
- POST 21/32** : **LIBRARIAN (1 POST) REF 09/154/GP**
Re- Advertisement (For those who previously applied need to re-apply as previous applications will not be considered)
- SALARY** : R94 326 – R109 515 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : North Gauteng High Court Pretoria
Relevant three year recognised qualification in Library or Information science or equivalent three year qualification, Knowledge and experience in electronic information resources and online retrieval skills, experience in a legal library will be an advantage. Skills and Competencies: Communication skills (verbal and written), Report writing skills, Computer literacy(MS Office, Internet and Inmagic),Research and planning skills, Problem solving and planning skills, Interpersonal relations, Creative and analytical thinking skills, Customer orientation.
- DUTIES** : All orders (books, equipment and furniture. Etc) for the Library, In charge of all payments for goods delivery and services rendered in the Library, Handle all correspondence and claims, day to day running of the Library, Liaise with the Chairman of the Library Committee on day to day matters, Conduct awareness campaigns on Library Service, Registration of new publication of new publications, Responsible for amending the entire loose leaf publications available in the Library, Provide accurate and updated information as may be amended by the legislation.
- ENQUIRIES APPLICATIONS** : Ms M Janse van Rensburg 📞 (012) 315 7711
- : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
- POST 21/33** : **PERSONAL ASSISTANT (1 POST) REFERENCE: 54/09/MAS/WC**
- SALARY** : R 76 194 – R 88 464 per annum
- CENTRE REQUIREMENTS** : Master of the High Court, Cape Town
Grade 12 or equivalent qualification; Two years relevant experience. Skills and Competencies: Good computer literacy (MS Office and MS Access);Good internet skills; Effective communication skills (verbal and written);Good Interpersonal relations; Good planning and organizational skills; Good judgment and decision-making skills; Assertiveness and confidence to interact at all levels; Ability to work under pressure; Ability to manage conflict situations effectively.Recommendation: Relevant Secretarial qualification
- DUTIES** : Execute and co-ordinate activities for the office of the Master of the High Court; Co-ordinate the preparation of reports; minutes of meetings and presentations; Draft letters and acknowledge receipt of all correspondence; Type and edit correspondence; Download documents from e-mail;Research data on the internet; Attend to travel, accommodation and subsistence allowance arrangements in respect of the Master; Screen incoming calls on behalf of the Master; Receive and attend to visitors/ clients to the Masters Office; Liaise with internal and external stakeholders on all the activities falling under the Master of the High Court, Cape Town.
- ENQUIRIES APPLICATIONS** : Ms Z Agulhas 📞 (021) 410 8435.
- : Quoting the relevant reference number, direct your application to: The Regional Head, Department of Justice and Constitutional Development, Private X9171, Cape Town, 8000.
- POST 21/34** : **HUMAN RESOURCE OFFICER: SERVICE CONDITIONS (REF 39/09/LMP)**
- SALARY** : R76 194 -R88 464 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Limpopo
Grade 12 or equivalent recognized qualification; Two years relative experience.

- DUTIES** : Administer all Service Benefit Functions; Capture applications for leave on Persal System; Audit Leave Files; Amend leaves on Persal System; Respond to enquiries of clients, both verbal and written; Assist clients with regard to Service Benefit processes; Compile statistics. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good organizing; Accuracy and attention to detail.
- ENQUIRIES APPLICATIONS** : Ms E Kotze ☎ 015 287 2040
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- POST 21/35** : **HUMAN RESOURCE OFFICER: (5 POSTS) REF 09/155/GP**
- SALARY** : R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office Gauteng
: Grade 12 or equivalent recognized qualification; Two years administrative experience
- DUTIES** : The successful candidate will be responsible for the following: Implementing all transactions on the PERSAL system in respect of service benefits, appointments, transfers, etc. and apply rules of the administrative justice; The answering and analyzing of enquiries; Handling of conduct matters; The keeping and furnishing of predetermined statistics; The performing of any related office duties required for the efficient functioning of the office; Recruitment Training and development; Training and development. Skills and Competencies: Computer literacy (MS Office); Good communication skills (written and verbal); Good organizing skills; Accuracy and attention to detail.
- ENQUIRIES APPLICATIONS** : Mr. F Oosthuizen ☎ (011) 223 7600
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
- POST 21/36** : **COURT INTERPRETER: (7 POSTS)**
- SALARY** : R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Kempton Park: Ref: 09/156/GP (1 post)
Magistrate Soweto: Ref: 09/157/GP (2 posts)
Magistrate Pretoria: Ref: 09/158/GP (4 posts)
- REQUIREMENTS** : Grade 12 or equivalent qualification; Tertiary qualification will be an added advantage; Applicants will be subjected to a language test; A valid drivers license will be an added advantage. Language Requirements: a combination of the following will be considered: English; Afrikaans; IsiNdebele; IsiZulu; Sepedi; Sesotho; Sestwana; IsiSwati; Tshivenda; Xitsonga and IsiXhosa.
- DUTIES** : Interpret in Criminal Court, Civil Court, Quasi-Judicial 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. Skills and Competencies: Computer literacy (MS Office); Numeracy skills; Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
- ENQUIRIES** : Magistrate Kempton Park: Ms. M Opperman ☎ (011) 395 6300
Magistrate Soweto: Ms. S Maluleke ☎ (011) 980 8130
Magistrate Pretoria: Ms. M Ballakistan ☎ (012)319 4035
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
- POST 21/37** : **HUMAN RESOURCE OFFICER: CONDUCT (REF 40/09/LMP)**
- CENTRE** : Regional Office, Limpopo
- SALARY** : R76 194 -R88 464 per annum. The successful candidate will be required to sign a performance agreement.
- REQUIREMENTS** : Grade 12 or equivalent recognized qualification; One year relevant experience; Valid Drivers License.
- DUTIES** : Prepare memoranda for the appointment of Investigating and Presiding Officers; Assist Investigating Officers during disciplinary Investigations; Represent the

Human Resource component during disciplinary hearings; Record hearing proceedings; Assist with the drawing of charge sheets; Compile memoranda with recommendations to the Regional Head, Director-General and Minister; Capture Leave Without Pay on the Persal System; Handle matters relating to abscondment and suspension of officials; Respond to verbal and written enquiries and provide expert advice and guidance with regard to Conduct matters; Update register and statistics; Perform investigations to determine whether officials are gainfully employed; Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Interpersonal skills; Good organizing; Accuracy and attention to detail.

**ENQUIRIES
APPLICATIONS**

: Ms E Kotze ☎ 015 287 2040
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.

POST 21/38

: **SECRETARY TO THE DIRECTOR LEGAL SERVICES REFERENCE:
09/VA64/NW**

SALARY

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

**CENTRE
REQUIREMENTS**

: Regional Office - Mmabatho
: Secretarial qualification or equivalent; Appropriate experience in secretarial and office management; Shortlisted candidates will be subjected to a test in order to demonstrate their typing skills and computer literacy; Knowledge and experience in the legal environment will be an added advantage; Drivers licence will also be an added advantage. Skills and competencies: Good communication skills (verbal and written); Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook); Ability to use internet; Project management skills will be advantageous; Ability to conduct basic research; Basic problem solving skills; Display maturity and ability to maintain confidentiality; Good judgment and decision-making skills; Assertiveness and confidence to interact at all levels; Ability to work under pressure and maintain good attitude; Administrative and organizational skills; Sound interpersonal relations with ability to take charge; Good filing skills; Accuracy and attention to detail.

DUTIES

: Administer an on-line and physical diary of the Director : Legal Services; Manage information and data on behalf of the Director : Legal Services ;Plan and schedule day to day tasks of the Director : Legal Services; Manage telephone calls and convey messages; Organize meetings/workshops/conferences and functions; Draft coherent submissions, executive reports, memoranda and letters; Type and edit correspondence; Receive and attend visitors; Serve refreshments to visitors and/or at identified meetings as indicates by the Director : Legal Services; Handle travel arrangements e.g. passports and visas, accommodation, flight tickets, subsistence and travel claims, money exchange and other tasks as directed by the Director : Legal Services; Accompany/attend meetings with the Director: Legal Services and compile minutes and reports.

**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 21/39

: **ADMINISTRATION CLERK (REF 41/09/LMP)**

SALARY

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

**CENTRE
REQUIREMENTS**

: Family Advocate: Polokwane
: Grade 12 or equivalent qualification or a relevant post matric qualification; At least two (2) years administrative experience; Studying towards a degree/diploma will be an added advantage; Knowledge of JYP system will be an added advantage.

DUTIES

: Render procurement administration; Management of filing system; Capture RFQ's on JYP system; Compile delivery confirmation note on receipt of goods; In charge of stationery unit- procuring and distributing to personnel in need thereof; In charge of the management of office assets on JYP system; Render any administrative duties, within occupational class, that may be assigned. Skills and Competencies: Good communication skills (verbal and written); Sound interpersonal relations; Computer literacy (MS Office); Must be self-driven, innovative with flair in dealing with people; Must be able to work under pressure; Accuracy and attention to detail

- ENQUIRIES APPLICATIONS** : Ms E Kotze ☎ 015 287 2040
 : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- POST 21/40** : **TYPIST (REF 42/09/LMP)**
- SALARY** : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Polokwane
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification with typing as a passed subject; Two years relevant experience will be an added advantage; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; Short listed candidates will be required to pass a typing test.
- DUTIES** : Type reports; General correspondence; Answer telephone and take messages; Any other administrative duties. Skills and Competencies: Computer literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure.
- ENQUIRIES APPLICATIONS** : Ms E Kotze ☎ 015 287 2040
 : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- POST 21/41** : **REGISTRY CLERK REF: 09/115/CS**
- SALARY** : R64 410 – R74 772 per annum per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrates Commission
- REQUIREMENTS** : Grade 12 or equivalent qualification; Appropriate experience; Knowledge and experience in Registry Procedures; Successful completion of Registry and/or Archive course and knowledge of National Archives Act No 43 of 1996 will be an added advantage.
- DUTIES** : Perform a variety of administrative duties; Draw and distribute files; Distribute all internal circulars to officials; Receive incoming documentation; File correspondence on files according to the file plan; Keep filing system in order and up to date; Keep registers to date (frank mail register, remittance register etc); Open and general maintenance of files; Maintain and manage the archives as per codified instructions. Skills and Competencies: Computer literacy (MS Office); Communication skills (verbal and written); Good interpersonal and organizational skills; Ability to work in a team; Ability to work under pressure.
- ENQUIRIES APPLICATIONS** : Ms M Mohlabi ☎ 012 315 1783
 : 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 21/42** : **ADMINISTRATION CLERK (COURT CLERK) (37 POSTS)**
- SALARY** : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Daveyton: Ref: 09/159/GP (1 post)
 Magistrate Soweto: Ref: 09/160/GP (2 posts)
 Magistrate Vereeniging Ref: 09/161/gp (1 post)
 Magistrate Randburg Ref: 09/162/gp (2 posts)
 Magistrate Germiston: Ref: 09/163/GP (2 posts)
 Magistrate Meyerton: Ref: 09/164/GP (1 post)
 North Gauteng High Court Pretoria: Ref: 09/165/GP (17 posts)
 South Gauteng High Court Johannesburg: Ref: 09/177/gp (11 posts)
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification; Appropriate/relevant administration experience; Experience in court related function; Recording and/or case flow management will be an added advantage
- DUTIES** : Maintenance of criminal record books and charge sheets; Writing and tracing of summonses; Writing of witness book fees; Completion and issuing of committal warrants and arrest warrants; Provide administrative support in general court and case flow management; Filing of case document (charge sheets) and other court

papers; Perform digital recording of court proceedings and ensure integrity of such record; Operate and provide support to court system; e.g. E-Scheduler / integrated case management systems (ICMS), Video Remands, documents, scanning, data capturing etc; Provide any other administrative support as required by the Judiciary, Court Manager and/ or Supervisor. Skills and Competencies: Communication skills (verbal and written); Above average computer literacy; Good interpersonal relations; Ability to work under pressure and also solve problems; customer service; Knowledge of document management and filing.

ENQUIRIES : Magistrate Daveyton: Ms. TE Mashalaba ☎ (011) 746 7601
 Magistrate Soweto: Ms. S Maluleke ☎ (011) 980 8130
 Magistrate Vereeniging: Ms. C Maqoga ☎ (016) 442 0071/4
 Magistrate Randburg: Mr. HT Rikhotso ☎ (011) 998 5300
 Magistrate Germiston: Ms. SA Louw: ☎ (011) 873 0500
 Magistrate Meyerton: Ms E De Beer: ☎ (016) 362 0403
 North Gauteng High Court Pretoria: Ms. M Janse Van Rensburg: ☎ (012) 315 7711
 South Gauteng High Court Johannesburg: Ms D Mngomezulu: ☎ (011) 332 8000

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

POST 21/43 : **SENIOR ADMINISTRATION CLERK: (8 POSTS)**

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

CENTRE : Magistrate Soweto: Ref 09/166/GP (1 post)

Magistrate Germiston: Ref 09/167/GP (7 posts)

REQUIREMENTS : Grade 12 or equivalent qualification; Two years administrative experience.

DUTIES : Handle routine work done at the office; Deal with correspondence; Maintain records; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Problem solving; Good interpersonal relations; Attention to detail.

ENQUIRIES : Magistrate Soweto: Ms. S Maluleke ☎ (011) 980 8130

Magistrate Germiston: Ms. SA Louw: ☎ (011) 873 0500

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.

POST 21/44 : **SENIOR REGISTRAR'S CLERK: (1 POST) REF 09/168/GP**

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

CENTRE : Labour Court, Cape Town

REQUIREMENTS : Grade 12 or equivalent qualification; Two years' administrative experience.

DUTIES : Compile batches for payment, issue receipts and keep register; Write warrant vouchers manage trust money and deposit account; Filing of civil processes and criminal matters; Render counter services; Act as liaison between judges and legal practitioners. Skills and Competencies: Computer literacy; Good communication Good communication (verbal and written); Interpersonal relations; Accuracy and attention to detail.

ENQUIRIES : Ms. NF Ntuli ☎ (011) 359 5700

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000. (Please note all applications should be sent to the postal address provided and not to the Regional Office: Cape Town)

POST 21/45 : **SENIOR TYPIST: (4 POSTS)**

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

CENTRE : Labour Court, Johannesburg: Ref: 09/169/GP (1 post)

Magistrate Soweto: Ref: 09/170/GP (1 post)

Magistrate Pretoria: Ref: 09/171/GP (2 posts)

REQUIREMENTS : Grade 12 or equivalent qualification with typing as a passed subject; Two years relevant experience; Minimum typing speed of 35 wpm; An appropriate word processing course successfully completed; short listed candidates will be required to pass a typing test.

- DUTIES** : Type reports; General correspondence; Answer telephone and take messages; other administrative duties. Skills and Competencies: Computer literacy (MS Office); Accuracy and attention to detail; Ability to work under pressure.
- ENQUIRIES** : Labour Court Johannesburg: Ms. NF Ntuli ☎(011) 359 5700
Magistrate Soweto: ☎ Ms. S Maluleke (011) 980 8130
Magistrate Pretoria: Ms. M Ballakistan ☎ (012) 012 319 4035
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
- POST 21/46** : **SENIOR ACCOUNTING CLERK: (1 POST) REF 09/174/GP**
- SALARY** : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Constitutional Court, Johannesburg
- REQUIREMENTS** : Grade 12 or equivalent qualification; Two years' Appropriate experience.
- DUTIES** : Capture suppliers and new items on JYP; Link suppliers and new items; Clear request for quotations; Capture emergency sundry orders; Evaluate quotations; Provide monthly statistics of work done; Perform ad hoc tasks from time to time. Skills and Competencies: Computer literacy (MS Office); Communication skills (verbal and written); Good interpersonal relations; Ability to work under pressure and be self-motivated; Organisational skills.
- ENQUIRIES** : Mr. V Misser ☎ (011) 359 7458
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
- POST 21/47** : **SENIOR ACCOUNTING CLERK: (4 POSTS) REF 09/175/GP**
- SALARY** : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of the North Gauteng High Court
- REQUIREMENTS** : Grade 12 or equivalent qualification; Two years' Appropriate experience.
- DUTIES** : Serve as Trust Account Cashier; Compile payment advices; Recover and ensure all State monies are banked; Reconciliation of Accounts and Agency payments; Handle internal and external enquiries; Assist with general office duties. Skills and Competencies: Computer literacy; Good interpersonal skills; Communication skills (verbal and written); Good interpersonal relations; Ability to work under pressure and be self-motivated.
- ENQUIRIES** : Mr. JB Mdhuli ☎ (012) 339 7791 / 339 7807
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
- POST 21/48** : **MESSENGER: (1 POST) REF: 09/172/GP**
- SALARY** : R54 879 – R63 717 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Soweto
- REQUIREMENTS** : Adult Basic Education and Training (ABET) Level 5 \ Grade 10; One year experience in messenger services; The ability to read and write clearly; A valid driver's license.
- DUTIES** : Collect and deliver mail; Distribute mail to various offices; Collect post bag from the post office; Transport officials to various destinations. Skills and Competencies: Basic computer literacy; Communication at appropriate level; Sound interpersonal relations; Ability to liaise with team members and members of the Public.
- ENQUIRIES** : Ms. S Maluleke ☎ (011) 980 8130
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000.
- POST 21/49** : **USHER MESSENGER: (1 POST) REF 09/173/GP**
- SALARY** : R47 787 – R53 316 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Labour Court, Port Elisabeth
- REQUIREMENTS** : Adult Basic Education and Training Course Level 4\Grade 9; One years appropriate knowledge and experience; The ability to read and write; A driver's license Code EB will be serve as an advantage.

DUTIES

: Escort Judges to court; Achieve the necessary silence and call people in court attention when the Judge enters or leave court room; Be present in court during the session; Hand exhibits to the Judge for examination; Make copies of court rolls and circulate according to distribution list; General messenger duties; Collection and distribution of post, parcels, files and other documents; Faxing documents and receiving of faxes; Photocopying of official documents and assist with the licensing and maintenance of Judges' vehicles.

ENQUIRIES

: Ms. NF Ntuli 📞 (011) 359 5700

APPLICATIONS

: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000. (Please note all applications should be sent to the postal address provided and not to the Regional Office: Port Elisabeth)