

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 : 22 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 22/27 : **DEPUTY DIRECTOR: TRUST ACCOUNTING REFERENCE: 09/116/ISM**

SALARY : R344 052 – R398 805 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : Appropriate Degree/Diploma in Information Technology or equivalent qualification; Three years IT management experience which includes at least two years in each of the following: Project Management, System Development and Management; Knowledge of System Development Lifecycle. The following would serve as recommendation: Experience of Trust Accounting System; IT/IS experience; ICT Project Management experience. Skills and Competencies: Good communication (written and verbal) skills; Computer literacy; Project Management; Good interpersonal relations; Creative and analytical; Ability to work independently and under pressure. System development life cycle skills.

DUTIES : The management of the financial management system; The application of E-Commerce; The management of service level agreements; The establishment of chief user groups; Maintain good relations with business users across the Department and understand the business requirements for new systems and/or enhancements to existing systems; Manage JAD sessions and quality assurance of systems; Understand project and service request requirements across branches and provide guidance on user requirements.

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 22/28 : **DEPUTY DIRECTOR: MEDIA LIAISON REFERENCE: 09/117/PEC**

This is a re-advertisement candidates who applied previously need not re-apply as their applications will be considered

SALARY : R344 052 R398 805 –per annum (all inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A Degree/Diploma in Communication/Journalism or any related field; Extensive experience in a Media Liaison/Journalism environment plus three years managerial experience; Knowledge of Media operations and communication channels; Knowledge of key Media role players, current affairs, News items. Skills and Competencies: Good communication (written and verbal); Management skills; Computer literacy; Good interpersonal relations; Creative and analytical; Ability to work independently and under pressure.

- DUTIES** : Ensure effective external communication with stakeholders; Market and profile the department externally; Conduct Media Liaison on behalf of the Department and process media enquiries; Develop and review departmental media policies; Strategic planning around media and communication events; Organise press conferences and interviews; Write and issue media statements, comprehensive and well researched media articles; Determine training needs for communication officers; Assist in managing the directorate; Perform any other duties that may be assigned by the Director
- ENQUIRIES APPLICATIONS** : Ms K Ngomani ☎ 012 357 8661
- 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,0001
- POST 22/28** : **DEPUTY DIRECTOR: HR KEY ACCOUNTS: TRAINING AND DEVELOPMENT REFERENCE: 09/151/GP**
- SALARY** : R344 052 – R398 805 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Regional Office, Gauteng
- A Bachelor's Degree in Human Resource Management or any relevant qualification with fundamental experience in a Generalist HR environment; In-depth knowledge in all aspects of HR; Valid driver's license. Skills and Competencies: Good Customer relations; Co-ordination and Planning skills; Performance Consulting; Relationship Management; Accuracy and attention to detail.
- DUTIES** : The incumbent will render Generalist HR consulting services to the client Branches in the Department of Justice and Constitutional Development; Provide HR interventions in the following fields: Recruitment and selection, HR Administration, Performance Management, Organizational Development, Learning and Development, Employment Relations, Business Process Improvement Methods and any other skills of HR service interest; Contribute to the development and accomplishment of departmental business plan and objectives; Act as an employee advocate and change champion; Continually assess the effectiveness of HR
- 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 OR Physical address: 15th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Cnr. Commissioner and Kruis Street; Johannesburg; 2000
- POST 22/29** : **AREA COURT MANAGER REFERENCE: 09/22/MP**
- SALARY** : R344 052 – R398 805 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate, Middelburg
- An appropriate three year Bachelor's Degree/National Diploma: Service Management (NQF level 5) plus the module on Case Flow Management or equivalent qualification; At least three years management or supervisory experience; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Strong leadership skills; Strategic capabilities; The following will serve as recommendations: Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA).
- DUTIES** : Co-ordinate and manage financial and human resources of offices, strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Act as Manager; Implement the Departmental policies on courts; Compile and analyze court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Facilitate strategic projects intended to improve court management; Communicate and relate with internal and external stakeholders.
- ENQUIRIES APPLICATIONS** : Mr SE Mashela ☎ (013) 753 9308
- Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor, Reception, 24 Brown Street, Nedbank Centre, Nelspruit.

<u>POST 22/30</u>	:	<u>SENIOR AUDITOR: PERFORMANCE & CONTRACT AUDITS REFERENCE: 09/118/IA</u>
<u>SALARY</u>	:	R217 482 – R252 483 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	A legal qualification/or an appropriate three year commercial degree or relevant diploma; Candidate must have served articles of clerkship/ or three years internal auditing experience or completed articles; Preference will be given to candidates with performance or contracts auditing experience; Candidates must have potential to lead a team; The successful candidates will be required to complete a security clearance; A valid driver's license as the candidate will be required to travel frequently.
<u>DUTIES</u>	:	Interpret prescripts/contracts; Identify loopholes in complex contracts; Evaluate compliance to contract terms; Evaluate performance of service providers; Provide input into the enhancement of audit methodologies and technologies; Provide input into the development of three year strategic plans and operational plans; Review audit progress on an ongoing basis and provide guidance to subordinates where necessary; Coach, lead, evaluate and monitor progress on audit projects; Participate in steering committee meetings and liaise with the client on an ongoing basis; Draft reports; Monitor implementation and adherence to audit recommendations; Build relationships with external auditors and other assurance providers.
<u>ENQUIRIES</u>	:	Ms M Mohlabi 📞 (012) 315 1783
<u>APPLICATIONS</u>	:	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.
<u>POST 22/31</u>	:	<u>COURT MANAGER (5 POSTS)</u>
<u>SALARY</u>	:	R217 482 – R252 483 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	North West Magistrate Court: Mankwe REF: 09/VA61/NW, Makikwe REF: 09/VA63/NW, Klerksdorp REF: 09/VA59/NW, Kudumane REF: 09/VA62/NW, Moretele REF: 09/VA60/NW
<u>REQUIREMENTS</u>	:	A three year bachelor degree/ diploma in Administration / National Diploma Service Management (NQFLEVEL 5) plus the module on Case Flow Management or equivalent tertiary qualification; At least three years' relevant experience; A valid drivers' licence; Shortlisted candidates may be subjected to competency assessment test. The following will serve as a strong recommendation: Knowledge and experience in office and district administration; Knowledge of the financial management and PFMA. Skills and competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication skills (verbal and written); Ability to supervise staff.
<u>DUTIES</u>	:	Coordinate and manage the financial and human resources of the office; 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 analyse court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements 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 stakeholders.
<u>ENQUIRIES</u>	:	Mr. L Moetanalog at 📞 (018) 397 7064
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
<u>NOTE</u>	:	Separate application must be made for each centre
<u>POST 22/32</u>	:	<u>OFFICE MANAGER REFERENCE: 09/VA48/NW</u>
<u>SALARY</u>	:	R217 482 – R 252 483 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master Of The High Court: Mafikeng
<u>REQUIREMENTS</u>	:	A Bachelor's degree of National Diploma, plus three years experience in Administration of which one should be on supervisory level; Knowledge of the Public Service Regulations. Public Financial Management Act, Employment Equity Act, Skills Development Act, and Labour Relations Act; Knowledge of all legislation and policies that inform the Department's Administrative Support

- Activities; Knowledge of the Core functions of the Master's Office; Valid code EB Driver's Licence. Skills and Competencies: Good Communication skills(Written and Verbal);Computer literacy (MS Office);Financial Management; Performance Management; Good leadership and Management skills; Inter and intra – personal skills; Public Relations skills; Analytical and presentation skills; Conflict Management/ Dispute resolution skills; Able to work under pressure; Negotiation and Numerical skills; Customer service orientation;
- DUTIES** : Ensure that work is allocated in the most effective manner amongst the support staff in the Human Resource support; budget compilation and reporting, Typing support, security and registry/filing service, Office building support, procuring of good/equipment, Library and archive services; Ensure that service level agreements are adhered to; Ensure the management and development of staff to enable them to meet their full potential in order to maintain high level of service; Ensure that the staff is trained in all aspects of their functions in order to render an effective and efficient service to the office of the Master; Prepare all financial reports prescribed and required by the management in accordance with generally accepted administration practices; Provide required office administration expertise to resolve any support problems experienced in the office of the Master, Direct and manage projects to implement amended computer of other systems and processes aimed at improving the efficiency of the Master's Office; Handle day today management and disciplinary matters in the component; Compile, Manage and oversee the office budget and report to budget coach; Manage and oversee functions of Transport and filling of vacancies; Manage and control security, Safety and Accommodation matters; Overall management of procurement of goods and services.
- ENQUIRIES** : Mr. M. Modibela at ☎ (018) 381 0003
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735.
- POST 22/33** : **IT CO-ORDINATOR (3 POTS)**
- SALARY** : R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Offices, Gauteng Ref: 09/149/GPConstitutional Court, Johannesburg Ref: 09/148/GP, Regional Office, North West Ref: 09/VA58/NW
- REQUIREMENTS** : A relevant three years post matric qualification in Information Technology, and/or Grade 12 plus relevant IT certification with training / project management modules and a minimum of three years appropriate experience; Two years experience in LAN Support service; At least one year End-User training; Project and Systems management; Experience in network administration, help-desk first line support; Knowledge of government prescripts, regulations and laws; Knowledge of the development of the user training manuals, guidelines and procedures and drafting of budget; Knowledge / experience in evaluation of End—User training; Knowledge of Public Sector IT environment, LAN, Project and Change Management; A valid driver's license (Minimum of Code 8). Skills and Competencies: Project and system management; Above average communication skills; Good Interpersonal relations; Training and Presentation skills; Problem solving and Analysis; Planning and organizing; Customer service orientation;
- DUTIES** : Conduct infrastructural assessment (Applications Support) and coordinate all the related activities within the region; Manage project for the rollout of Business systems and training; Provide end-user assistance with IT solutions and systems in the regions; Develop training manual/ material on new and existing applications; Provide/conduct functional training on Business System Applications; Provide application first line support and liaison with the end-user on LAN Support; Liaise with contracted service providers at the regions; Compile provincial reports on the IT system usage and Project Status reports;
- ENQUIRIES** : Gauteng, Mr. L Hanekom ☎ (011) 223 7600
Johannesburg, Mr E Brewis ☎ (011) 259 7458
North West, Mr L Moetanalo ☎ (018) 397 7064
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 15th floor; Regional Office – Gauteng and Johannesburg; Department of Justice and Constitutional Development; Cnr. Commissioner and Kruis Street; Johannesburg; 2000 North West: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735
- NOTE** : Separate application must made for each centre

<u>POST 22/34</u>	:	<u>ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REFERENCE: 09/150/GP</u>
<u>SALARY</u>	:	R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Gauteng National Diploma or degree in Risk and Security Management or equivalent qualification; Three years relevant experience; Grade A PSIRA registered; Fire fighting and prevention certificate; A code EB driver's (code 8) licence. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Perform a variety of duties related to the core functions of the security and risk management unit: Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, security personnel, contract security and physical security infrastructure; Ensure Implementation of security measures at courts in consultation with the court managers; Promote and facilitate security awareness and education programmes ;Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHSA compliance at sub-offices within the region; Ensure the safety of all persons in the court environment,
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J Reddy ☎ (011) 223 7644 Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: 15th floor; Regional Office – Gauteng; Department of Justice and Constitutional Development; Cnr. Commissioner and Kruis Street; Johannesburg
<u>POST 22/35</u>	:	<u>ASSISTANT MASTER (2 POSTS) REFERENCE: 51/09/MAS/WC</u>
<u>SALARY</u>	:	R 172 761 – R 428 154 per annum. (The salary notch will be determined in line with experience)
<u>CENTRE REQUIREMENTS</u>	:	Master of the High Court, Cape Town An LLB degree or four year recognized 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: Legal drafting; Administration of estate; Estate duties; Trust; 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 .
<u>DUTIES</u>	:	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 .
<u>ENQUIRIES</u>	:	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 22/36** : **ADMINISTRATIVE OFFICER REFERENCE: 51/09/WC**
- SALARY** : R145 920 – R169 410 per annum. (The salary notch will be determined in line with experience)
- CENTRE REQUIREMENTS** : Regional Office, Cape Town
An appropriate recognised 3-year degree/diploma (NQF 6) or equivalent qualification in Public Administration/Management. A paralegal qualification will be an added advantage; Minimum of two years experience in Office Management and 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 Public Finance Management Act (PFMA) and Departmental Financial Instructions (DFI); A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Communication skills (written and verbal); Office Management; Planning and organizing; Good interpersonal relations; Project Management.
- DUTIES** : Checking of diverse documents for completion and correctness; Render support to the Regional Head with the implementation of the strategy of the department; Assist with the coordination of stake holders meetings and providing secretarial duties to all such structures; Draft and compile reports and submit to the relevant supporting structures, event management, consolidation of reports from directorates, courts and other JCPS stakeholders; Rendering advice/assistance on wide spectrum of Legal matters; Manage all correspondence of the Regional Head ;Manage the office administration
- ENQUIRIES APPLICATIONS** : Mr. N Luddy (021) 462 5471.
: Quoting the relevant reference number, direct your application to: The Regional Head, Private X9171, Cape Town, 8000.
- POST 22/37** : **ADMINISTRATIVE OFFICE REFERENCE: 52/09/WC**
- SALARY** : R145 920 - R169 410 per annum. (The salary notch will be determined in line with experience)
- CENTRE REQUIREMENTS** : Magistrate Office, Albertinia
: An appropriate three year Bachelor's Degree or equivalent qualification; Two years experience in district administration; Knowledge and skills in financial management and procurement in the Public Service; Knowledge and skills with regard to compliance with the PFMA, National Treasury Regulations and other relevant statutes or Regulations; Strong Interpersonal and communication skills; Computer literacy; Application of BAS and JYP would be an added advantage.
- DUTIES** : The successful candidate will act as Office Manager; Financial Operations: performing accounting and financial operational functions according to Departmental Financial Instructions and compliance with PFMA; Budgeting, planning, monitoring and control; Monitor budget (monies in trust and vote) Spending in accordance with those policies and procedures within the Justice Department; Render aid on a wide variety of matters within the occupation category context: the interpreting of statutes, maintenance, legal aid, planning actions and special projects; Render training to clerical staff with regard to official matters; General supervision of clerical staff, performance management and disciplinary matters; Handle correspondence and draft memoranda, submissions and reports; Provide case tracking service to Judiciary and Prosecuting Authority; Compile statistics to show performance and trends Check diverse documents and work performed by co-workers for completion and correctness; Facilitate training and development of clerical personnel and any other duty that may be necessary for the smooth running of the office; Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.
- ENQUIRIES APPLICATIONS** : Mr. M Cerfonteyn (044) 802 5800.
: Quoting the relevant reference number, direct your application to: The Area Court Manager, Department of Justice and Constitutional Development, Private X6537, George, 6530.
- POST 22/38** : **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** : Magistrate Hlanganani

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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;
<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 <u>OR</u> Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
<u>POST 22/39</u>	:	<u>ESTATE CONTROLLER REFERENCE: 53/09/MAS/WC</u>
<u>SALARY</u>	:	R117 300 – R134 121 per annum (Salary will be determined in accordance with experience)
<u>CENTRE REQUIREMENTS</u>	:	Master Of The High Court, Cape Town An LLB degree or four year recognized legal qualification; At least 2 years appropriate post qualification legal experience. Skills and competencies: Legal drafting; Administration of estate; Estate duties; Trust; Good computer literacy (MS Office)Good communication skills (verbal and written); Interpersonal skills; Ability to work under pressure; Problem solving; Attention to detail; Literacy; Customer focus.
<u>DUTIES</u>	:	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 22/40</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 An appropriate Law degree/Relevant paralegal qualification; Knowledge in the functions of the office of the 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.

POST 22/41 : **STATE ACCOUNTANT: BUDGET (REF 38/09/LMP)**

SALARY : R117 501 – 137 976 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office: Limpopo (Polokwane)

REQUIREMENTS : A three year Bachelor's Degree/National Diploma in Finance or equivalent qualification plus two (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.

DUTIES : 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.

ENQUIRIES APPLICATIONS : Ms E Kotze ☎ 015 287 2040

APPLICATIONS : 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 22/42 : **HUMAN RESOURCE OFFICER REF: NC/50/09**

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

CENTRE REQUIREMENTS : Master of the High Court, Kimberley

REQUIREMENTS : Grade 12 or equivalent qualification; Administrative experience; Computer literacy (MS Office); Good communication (verbal and written); Good organizing skills.

DUTIES : Implement Performance Bonus, Pay Progression and notches for all officials; Respond to general enquiries for Promotions and Performance Rewards; Assist Regional Offices with general enquiries regarding, merit awards, pay progression and notches and promotions.

ENQUIRIES APPLICATIONS : 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 22/43 : **PERSONAL ASSISTANT TO THE MASTER REF: NC/52/09**

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

CENTRE REQUIREMENTS : Master of the High Court, Kimberley

REQUIREMENTS : Grade 12 or relevant qualification; A three (3) year Secretarial Diploma or equivalent qualification will be an added advantage; 2 - 3 years experience in rendering support to senior management; Short listed candidates will be required to pass a typing test; A Valid code EB drivers license.

DUTIES : Administer the on-line and physical diary of the Head of Office; Plan and schedule to day tasks of the Head of Office; Manage information and data on behalf of the Head of Office; Plan and schedule day-to-day tasks of the Head of Office; Manage telephone calls and convey messages; Organize meetings/workshops/conferences and functions; Receive and attend to visitors; Handle travel arrangements, e.g. passport and visas, accommodation, flight tickets, subsistence and travel claims, money exchange and other tasks as directed by the Head of Office; Accompany/attend meetings with the Master and compile minutes and reports.

ENQUIRIES APPLICATIONS : Mr Craig Davids ☎ (053) 831 1942.

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 22/44** : **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** : Regional Office, Limpopo
- REQUIREMENTS** : Grade 12 or equivalent recognized qualification; Two years relative experience. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good organizing; Accuracy and attention to detail.
- 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.
- ENQUIRIES** : Ms E Kotze ☎ 015 287 2040
- APPLICATIONS** : 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 22/45** : **HUMAN RESOURCE OFFICER: CONDUCT (REF 40/09/LMP)**
- SALARY** : R76 194 -R88 464 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Limpopo
- REQUIREMENTS** : Grade 12 or equivalent recognized qualification; One year relevant experience; Valid Drivers License. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Interpersonal skills; Good organizing; Accuracy and attention to detail.
- 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;
- ENQUIRIES** : Ms E Kotze ☎ 015 287 2040
- APPLICATIONS** : 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 22/46** : **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** : Family Advocate: Polokwane
- REQUIREMENTS** : 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 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
- 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.
- ENQUIRIES** : Ms E Kotze ☎ 015 287 2040
- APPLICATIONS** : 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 22/47** : **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. Skills and Competencies: Computer literacy (MS Word); Accuracy and attention to detail; Ability to work under pressure.

DUTIES

: Type reports; General correspondence; Answer telephone and take messages and any other administrative duties.

ENQUIRIES

: Ms E Kotze ☎ 015 287 2040

APPLICATIONS

: 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.