

## 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** : 06 July 2009  
**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://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](http://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.

## MANAGEMENT ECHELON

**POST 24/15** : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF 09/129/CFO)**

**SALARY** : R746 181 – R905 538 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A postgraduate qualification in Business Management, Business Administration and/or Supply Chain Management or equivalent qualification. 10 years experience in a Supply Chain Management environment of which at least 5 years should be at Senior Managerial level; Sound knowledge of Public Finance Management Act, Treasury Regulations, and relevant prescripts; Knowledge of GRAP/GAAP; and A valid driver's license. Skills and Competencies: Financial and change management skills; Business planning and budgeting skills; Strategic management capabilities; Leadership skills; Programme and project management skills; Negotiation and problem solving skills; Good communication skills; People management and empowerment skills; Client orientation and customer focus skills; and Advanced computer literacy.

**DUTIES** : Provide strategic direction for the Chief Directorate: Supply Chain Management; Development of strategies, policies and procedures; Manage workflow and quality of outputs; Management of administrative duties including the supervision and training of staff; Maintain an effective and efficient Supply Chain Management System; Provide relevant Supply Chain Management information for inclusion in financial statements. Compile management comments for audit findings and consider implementation of recommendations; and Manage the budget of the Chief Directorate: Supply Chain Management;

**ENQUIRIES** : Mr M Mugodo ☎ 012 357 - 8747

**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 Building, Pretoria, 0001.

**POST 24/16** : **CHIEF DIRECTOR: FINANCIAL TRANSACTION PROCESSING AND REPORTING SERVICES (REF 09/128/CFO)**

**SALARY** : R746 181 – R905 538 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A postgraduate qualification in Financial Management; 10 years experience in a financial accounting environment, of which at least 5 years should be at Senior Managerial level; A sound knowledge of the Public Finance Management Act, Treasury Regulations, Basic Accounting System, Persal and relevant prescripts; Knowledge of GRAP/GAAP; and A valid driver's licence. Skills and Competencies: Strategic Management Capabilities and Leadership skills; Financial Management skills; People management and empowerment skills;

Client orientation and customer focus skills; Advanced computer literacy; Negotiation and problem solving skills; Good communication skills; People management and empowerment skills; Client orientation and customer focus skills; and Programme and project management skills.

**DUTIES** : Manage payroll, miscellaneous payments and internal control; Manage financial systems and accounts control; Render financial reporting, Audit Facilitation and Agency Services; Compile management comments for audit findings and consider implementation of recommendations; Prepare Annual Financial statements; Manage financial transactions for the President's Fund; Manage the budget of the Chief Directorate; and Management of administrative duties including the supervision of staff.

**ENQUIRIES APPLICATIONS** : Mr M Mugodo ☎ 012 357 - 8747  
: 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 Building, Pretoria, 0001.

**POST 24/17** : **DIRECTOR: FINANCIAL REPORTING SERVICES (REF 09/126/CFO)**

**SALARY** : R615 633 – R736 065 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria  
: Bachelor's Degree in Finance or equivalent qualification; Ten years experience in a financial environment of which five years should be at management level; Sound knowledge of the Public Finance Management Act, Treasury Regulations, Basic Accounting System (BAS) and relevant prescripts; Knowledge of GRAP/GAAP; and A valid driver's licence. Skills and Competencies: Strategic capability and leadership; Financial management; People management and empowerment; and Client orientation and customer focus.

**DUTIES** : Manage, monitor and implement financial systems and accounts control; Preparation of financial statements; Facilitation of internal and external audits; Management of Agency Service expenditure and recovery; Management of bookkeeping and financial quality control services; Financial management of the President Fund; Establish and maintain effective, efficient and transparent systems for financial management and internal control; and Supervise all administrative duties including the supervision of staff.

**ENQUIRIES APPLICATIONS** : Mr M Mugodo ☎ 012 357 - 8747  
: 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 Building, Pretoria, 0001.

**OTHER POSTS**

**POST 24/18** : **SENIOR STATE LAW ADVISER (REF 09/121/LAS)**

**SALARY** : R447 711 – R 519 582 (Salary to be determined in accordance with experience).

**CENTRE REQUIREMENTS** : Office of the Chief State Law Adviser, Pretoria/Cape Town  
: LLB or four year recognized legal qualification; At least eight years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Experience in Constitutional Law and Administrative will be an added advantage. Skills and Competencies: Litigation; Legal Research and drafting; Advocacy; Problem solving and decision making skills; Litigation skills; Good communication skills (written and verbal); Computer Literacy; Planning and organizing skills; Analytical and report writing skills.

**DUTIES** : Manage and monitor the reporting and reconciliation of suspense accounts; Manage and control system related issues; Manage and monitor batch control within the section by ensuring that all batches are accounted for; Monitoring of code files in BAS by ensuring that all codes created are according to the Standard Chart of Accounts and the organizational structure of the Department; Manage and control all incomplete/incorrect transactions on BAS during the month; and Supervise all administrative activities including the supervision of staff.

**ENQUIRIES APPLICATIONS** : Mr Godfrey Masingi ☎ (012) 315-1164  
: 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 Building, Pretoria, 0001.

**POST 24/19** : **DEPUTY DIRECTOR: REPORTING AND AGENCY SERVICES (REF 09/131/CFO)**

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

**CENTRE REQUIREMENTS** : National Office, Pretoria

**REQUIREMENTS** : Bachelor's Degree in Finance or equivalent qualification; Five years in a financial environment of which three years should be on a management level; Sound knowledge of the Public Finance Management Act, Treasury Regulations, Basic Accounting System (BAS), and relevant prescripts; Knowledge of GRAP/GAAP; and A valid driver's license. Skills and Competencies: Advance computer literacy (Microsoft Word and Excel); Good communication skills (verbal and written); Good interpersonal skills; and Ability to work under pressure and be self – motivated.

**DUTIES** : The recovery of legal fees incurred and services rendered on behalf of clients (Agency Services); Management and monitoring of related Ledger Accounts; Ensure compliance with audit requirements; Responsible for reporting on financial status of the department; Manage the process for irregular,, fruitless and wasteful expenditure; Manage and compile reports on expenditure in respect of Donor Funds; Assist in the compilation of Annual Financial Statements; and Supervise all administrative activities including the supervision of staff.

**ENQUIRIES APPLICATIONS** : Mr M Mugodo ☎ 012 357 - 8747  
: 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 Building, Pretoria, 0001.

**POST 24/20** : **DEPUTY DIRECTOR: SYSTEMS AND ACCOUNTS CONTROL (REF 09/130/CFO)**

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

**CENTRE REQUIREMENTS** : National Office, Pretoria

**REQUIREMENTS** : Bachelor's Degree in Finance or equivalent qualification; Five years experience in a financial environment of which three years should be on a management level; Sound knowledge of the Public Finance Management Act, Treasury Regulations and Basic Accounting System (BAS) and relevant prescripts; Knowledge of GRAP/GAAP; and A valid driver's license. Skills and Competencies: Computer literacy (Microsoft Word and Excel); Good communication skills (verbal and written); Good interpersonal skills; and Ability to work under pressure and be self – motivated.

**DUTIES** : Manage and monitor the reporting and reconciliation of suspense accounts; Manage and control system related issues; Manage and monitor batch control within the section by ensuring that all batches are accounted for; Monitoring of code files in BAS by ensuring that all codes created are according to the Standard Chart of Accounts and the organizational structure of the Department; Manage and control all incomplete/incorrect transactions on BAS during the month; and Supervise all administrative activities including the supervision of staff.

**ENQUIRIES APPLICATIONS** : Mr M Mugodo ☎ 012 357 - 8747  
: 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 Building, Pretoria, 0001.

**POST 24/21** : **DEPUTY DIRECTOR: AREA COURT MANAGER (REF 113/09EC)**

This is a re-advertisement. The candidate's who previously applied are encouraged to re-apply as requirements have changed.

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

**CENTRE REQUIREMENTS** : Magistrate, Mthatha  
: 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. 3-year's managerial or supervisory experience. A valid

code EB driver's licence; 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** : Ms U Nqatha ☎ 043 702 7181  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.

**POST 24/22** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT (REF 09/60/MP)**

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

**CENTRE** : Regional Office, Mpumalanga  
**REQUIREMENTS** : A recognized and appropriate three-year tertiary qualification in Human Resources / Public Management / Public Administration, Appropriate generalist experience in Human Resource. A valid driver's license and willingness to travel. Skills and Competencies: Recruitment and Selection; Talent Management; Employment Equity; Service conditions; Computer literacy including extensive experience in PERSAL; Extensive knowledge and understanding of all Acts governing HR practices; Communication and people management skills; Good drafting and report writing skills; and Ability to liaise with staff at all levels;

**DUTIES** : Manage the Recruitment and Selection process; Coordinate organizational structure, job profiles and job evaluations; Ensure the integration of transformation imperatives within the Region; Manage conditions of service and employee benefits, in respect of general conditions of service, with specific reference to, amongst others, the Government Employees Pension Fund, general leave administration, PILLIR, injury on duty, overtime, housing allowances; Deal with oversight reports in terms of terminations of service, appointments and transfers of staff; and Implement and monitor all Performance Management activities

**ENQUIRIES** : Mr S E Mashele ☎ (013) 753 9300/08  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit.

**POST 24/23** : **COURT MANAGER (8 POSTS) (REF 114/09EC)**  
This is a re-advertisement. The candidate's who previously applied are encouraged to re-apply as requirements have changed.

**SALARY** : R217 482 – R252 483 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate, Aliwal North(1); Magistrate, Cala(1); Magistrate, Zwelitsha; Magistrate, Stutterheim (1); Magistrate, Somerset East(1); Magistrate, Uitenhage (1); Magistrate, Port Elizabeth (New Brighton)(1); Magistrate, Mount Frere (1)

**REQUIREMENTS** : 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. 3-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

**DUTIES** : 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 stakeholders; Manage service level agreement.

**ENQUIRIES** : Ms U Nqatha ☎ 043 702 7181  
**APPLICATIONS** : 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.

**POST 24/24** : **SENIOR TRAINING OFFICER (2 POSTS) (REF 44/09/LMP)**

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

**CENTRE** : Regional Office: Limpopo (Polokwane)

**REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent qualification plus two years Training/Skills Development Experience; A valid driver's license. Skills and competencies: Knowledge and understanding of all applicable legislation and compliance issues; Knowledge of the skills development act; Effective communication (verbal and written); Presentation skills; Ability to Develop Training Programmes and Material; Ability to relate to staff at all levels and external service providers.

**DUTIES** : Determine training needs / conduct skills audits within the region; Develop Workplace Skills Plan (WSP) for the region including the budget; Co-ordinate and implement all training (including ABET) in terms of approved WSP; Develop and present training programmes (Facilitate Workshops); Liaise with Service Providers to secure courses not offered internally; Prepare and submit Annual Training Report (ATR) for the region; Liaise with and advise line staff and management on all training matters; Implement plan by coordinating learning interventions, learnerships and internships; Implement TQMS; Give advice on learning and development to employees; Coordinate courses in the Province and Justice College

**ENQUIRIES** : Ms Kotze E ☎ 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 24/25** : **INTERNAL AUDITOR: GENERAL ASSURANCE (3 POSTS) (REF 09/134/IA)**

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

**CENTRE** : Western Cape (2) and Eastern Cape (1)

**REQUIREMENTS** : An appropriate three year Degree or Diploma with majors in Auditing/Internal Auditing and Accounting; At least one year experience in Internal Auditing (includes internship/learnership); Successful candidates will be required to complete a security clearance; Candidates must possess a broad and in-depth knowledge of the Public Finance Management Act and in-depth knowledge of the Standards set by the IIA and working knowledge of Auditing.

**DUTIES** : Provide input in conducting risk assessments; Assist in planning audit assignments; Prepare audit programmes together with the Audit Manager; Conduct audit assignments in accordance with the audit methodology; Gather adequate, competent, relevant and useful audit evidence; Prepare draft reports for review by management; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activity;

**ENQUIRIES** : Ms M Mohlabi ☎ (012) 3151781  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Separate applications must be made, if applying more than one and specification of centre applying for Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**POST 24/26** : **REGISTRAR (3 POSTS) (REF 43/09/LMP)**

**SALARY** : R117 300 – R134 121 per annum. (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement..

**CENTRE** : High Court, Polokwane

**REQUIREMENTS** : LLB or four year recognize legal qualification; At least 2 years appropriate post qualification legal experience. Skills and Competencies: Numeracy skills; Office management, planning and organization skills; Conflict resolution; Good

- communication (written & verbal); Computer literacy (MS Office); 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 judiciary and prosecution at local level; Co-ordinate issues of all processes that initiate court proceedings; Co-ordinate Interpretation services in conjunction with the interpreters within the court; Consideration of judgments by default and taxation of attorneys unopposed and opposed bills of cost; Issue, keep, check and analyse court statistics; Issue court orders, advise Judges of cases that are distributed and allocated to the courts; Manage Appeals, Reviews, Applications for request for Access to information, Court Records and all relevant registers; Authenticate signatures of legal practitioners, notaries, sworn translators and conveyancers; Any other official duties requested by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms Kotze E ☎ 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 24/27** : **ADMINISTRATIVE OFFICER (REF 09/136/LCD)**
- SALARY** : R117 501 – R136 419 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : Bachelor's Degree or equivalent qualification; At least one year relevant experience. Skills and Competence Computer literacy (MS Office); Good communication skills (written and verbal); Good interpersonal relations; Office Management skills; Financial Management; Ability to work under pressure and in a team.
- DUTIES** : Render office administrative services to the Chief Directorate; Prepare and control budget allocated to the Chief Directorate; Manage finances by complying with PFMA,DFI, and other instructions issued from time to time by Chief Financial Officer; Control logistics services; Ensure proper procurement of goods and services; Quality control provisioning administration services for the Chief Directorate; Efficient handling of correspondence; Ensure efficient arrangement of meetings and conferences; Oversee travel and accommodation arrangements for officials in the Chief Directorate; Development and maintain a sound filing and record-keeping system; Manage Human Resource functions of the branch such as leave records and telephone register; Perform any other office administration duties as directed by the supervisor.
- ENQUIRIES APPLICATIONS** : Mr S Radebe ☎ (012) 357 8240
- Quoting the relevant reference number, direct your application to: Postal Address: The Human 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 Building, Pretoria, 0001.
- POST 24/28** : **COURT INTERPRETER (4 POSTS) (REF 45/09/LMP)**
- SALARY** : R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Nebo (1 Post); Magistrate Seshego (1 Post); Magistrate Polokwane (1 Post); Magistrate Thabamoopo (1 Post)
- REQUIREMENTS** : Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a Language test; A valid drivers license will be an added advantage. Language requirements: English, Afrikaans, N.Sotho, Tsonga and Venda; Fluency in Zulu, Swazi and Shona would be an added advantage. Skills and Competencies: Computer literacy(MS Office); Good communications(written and verbal); Administration and organisational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Interpret in Criminal Court, Civil Court, Labour 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; Keep Court records up to date; Perform any other duty that he/she may be assigned to in terms of rationalization of functions by the office.
- ENQUIRIES APPLICATIONS** : Mr Nxumalo LT ☎ 015 287 2080
- Separate applications must be made for each centre if applying for more than one post and failure to do this will result in consideration given to the first choice only. 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 24/29** : **SECRETARY (REF 09/135/PEC)**
- SALARY** : R76 194 – R88 464 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Public Education And Communication, Pretoria
- REQUIREMENTS** : Grade 12 (with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactory; Knowledge of Financial Provisioning and/or Human Resources administration procedures and processes; Knowledge of procedure and processes applied in Office Management; Understanding of confidentiality in Government. Skills and competencies: Planning and organizing; Intermediate typing skills (ability to do high speed typing and utilize software packages effectively to type more advanced documents which include tables, graphs); Language skills and ability to communicate well with people at different levels and from different backgrounds; Ability to correctly interpret relevant documentation; Computer literacy; Good interpersonal relations and customer service orientation; Proper usage of office equipments;
- DUTIES** : Make travel arrangements; Process travel and subsistence claims for the manager and members of the Unit; Coordinate Units activities and reporting; Records appointments and events in the diary of the manager; Operate office equipment like fax machines, photocopiers, etc. and ensures that it is in good working order; Source information which may be of importance to the manager (e.g. news paper, clippings, internet articles and circulars; Provides support to manager regarding meetings; Remains up to date with regard to prescripts/policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager; Draft routine correspondence submissions, reports and other correspondence and notes; Keep a complex document filing and retrieval system.
- ENQUIRIES** : Mr K Ngomanj ☎ (012) 357 8661
- 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 Building, Pretoria, 0001.
- POST 24/30** : **REGISTRARS CLERK (3 POSTS) (REF 46/09/LMP)**
- SALARY** : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : High Court, Polokwane
- REQUIREMENTS** : Senior Certificate or equivalent qualification; Administrative experience will be an added advantage. Skills and Competencies: Computer literacy; Excellent communication (verbal and written); Interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Compile batches for payment, issue receipts and keep registers; Write warrant vouchers and manage trust money and deposit account; Filing of civil processes and criminal matters; Render counter services; Act as liaison between judges and legal practitioners.
- ENQUIRIES** : Mrs. 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 24/31** : **DATA CAPTURER (REF 47/09/LMP)**
- SALARY** : R64 410 – R74 772 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of the High Court: Polokwane
- REQUIREMENTS** : Grade 12 or equivalent qualification with typing as a passed subject; At least 1 year experience as a typist; 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 Office); Good communication skills (written and verbal); Numerical skills; Interpersonal skills; Literacy; Accuracy and attention to details.
- DUTIES** : Collect files from groups; Register collected files; Capture/ Update files from the different groups; Open new files; Trace missing files of Magistrate (fast

tracking); Type correspondence for the Assistant and Deputy Master; Keep weekly and monthly statistics of files attended to.

**ENQUIRIES** : Mrs. 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 24/32** : **SENIOR ACCOUNTING CLERK (REF 09/133/SA)**

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

**CENTRE** : State Attorney: Mmabatho/Mafikeng  
**REQUIREMENTS** : Grade 12 or equivalent qualification; Relevant experience; The following will serve as recommendation: Knowledge of preparing of Agency Account; Knowledge of capturing of Sundry payment on BAS System. Skills and Competencies: Computer literacy; Good communication skills (verbal and written); Attention to detail.

**DUTIES** : Performing financial related duties; Receive bills and invoices for processing of payment; Compile and process sundry payments for authorization and office payments; Maintaining and safekeeping of payment register; Safekeeping of records, and maintaining a sound filing system; Compilation of payments to Council and Correspondent Attorneys.

**ENQUIRIES** : Mr S Radebe ☎ (012) 357 8240  
**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 Building, Pretoria, 0001.

**POST 24/33** : **DATA TYPIST (REF 48/09/LMP)**

**SALARY** : R54 879 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Regional Office: Limpopo (Polokwane)  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Skills and competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Ability to work under pressure; Attention to detail; Knowledge of PFMA, Treasury Regulations and DFI will be an added advantage.

**DUTIES** : Compile payment advises; Capturing payments on BAS; Request payment & document control reports; Request register of payment reports; Request expenditure report; Monitor outstanding BAS transaction; Compile Journal; Any other related duties.

**ENQUIRIES** : Ms Kotze E ☎ 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 24/34** : **USHER MESSENGER (2 POSTS) (REF 49/09/LMP)**

**SALARY** : R47 787 – R53 316 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : High Court, Polokwane  
**REQUIREMENTS** : Adult Basic Education and Training Course Level 4/Grade 9; The ability to read and write; Appropriate knowledge and experience will be an added advantage; A driver's license (Code 08) will serve as an advantage.

**DUTIES** : Escort judges to court; Achieve the necessary silence and call the people in court to attention when the judge enters or leave the courtroom; 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 judge's vehicles.

**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.