

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

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.

MANAGEMENT ECHELON

POST 04/26 : **CHIEF OF STAFF REF10/14/MIN**
Office of the Minister

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

CENTRE REQUIREMENTS : Pretoria and Cape Town
: A post graduate management qualification; An LLB Degree will be an advantage; Five years senior management experience A valid code EB driver's license; Skills and Competencies: Team and Leadership skills; Ability to motivate and direct people; Advanced language and writing skills with ability to write reports and more advanced documents; Planning and Coordination skills; People development and empowerment; Financial and Risk management; Time management; Systems development and management; Ability to work in a highly pressurized environment.

DUTIES : Manage Personnel and other resources in the office of the Minister; Provide administrative, technical and logistical support to the Minister; Liaise with the Accounting Officer; Advise the Minister on Legal and Administrative issues; Manage the budget of the Ministry; Administer issues as determined by the functions of the Minister including the appointment of Judges as well as Political and executive functions of the Minister; Liaise with Justice agencies, stakeholders, government departments, Parliament, etc.; Ensure enhanced service delivery and compliance with MIS and other related policies.

ENQUIRIES APPLICATIONS : Mr D Mpholo ☎ 012 357 8688
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 15 February 2010

NOTE : All people are encouraged to apply and with disabilities

OTHER POSTS

POST 04/27 : **ASSITANT DIRECTOR: FINANCIAL OPERATIONS REF: NC/15/10**

SALARY : R192 539 – R 232 590 per annum. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

CENTRE : Magistrate Office, Upington

<u>REQUIREMENTS</u>	:	Degree or diploma in Financial Management or relevant equivalent qualification; One (1) to two (2) years relevant financial experience; Knowledge and understanding of the PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System, Supply Chain Management and Budgeting process in Government; Ability to work extended hours and travel extensively, when required; JDAS knowledge and experience will be an added advantage; A valid driver's license; Knowledge and experience of BAS, JDAS, JYP, PERSAL, PFMA, Treasury Regulations, Departmental Financial Instructions, Budgets, Assets and Supply Chain Management; Computer literacy; Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations; Ability to work under pressure and overtime if required; A thorough understanding and knowledge of the Department's various branches will be an added advantage; Driving; People skills; Motivational skills; Training skills.
<u>DUTIES</u>	:	Identify financial problems and risks by conducting compliance assessments and report findings to the Area Court Manager, Court Manager and Regional Financial Manager; Define and introduce financial control, procedures and methods towards achieving a NAQ status; Monitor the implementation of audit recommendations and action plan to ensure compliance; Monitor and support sub offices with budget formulation; allocation; executing and reporting; Monitoring and reporting on effective supply chain and asset management in line with Supply Chain Management Processes and prescripts; Monitor and render support with Cluster's monthly reconciliation of third party funds; Responsible for coaching, mentoring and training of staff on all financial and supply chain management prescripts; Assist and support with the implementation of financial systems.
<u>ENQUIRIES</u>	:	Mrs R. De Klerk ☎ (053) 839 0015
<u>APPLICATIONS</u>	:	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), 7 th Floor, c/o Knight & Stead Streets, Kimberley.
<u>CLOSING DATE</u>	:	19 February 2010
<u>POST 04/28</u>	:	<u>SENIOR TRAINING OFFICER REF: 2010/03/GP</u>
<u>SALARY</u>	:	R161 970 – R190 791 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Johannesburg
<u>REQUIREMENTS</u>	:	Bachelor's degree in Human Resource Development or equivalent qualification; Three years' appropriate knowledge and experience; A valid driver's licence. Massified Induction certificate add as advantage. Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Facilitation and presentation; Supervisory and leadership; Planning and Organizational; Accuracy and attention to detail.
<u>DUTIES</u>	:	Responsible for drafting of the Workplace Skills plan for the Province; Implement plan by coordinating learning interventions, learnerships and internships; Implement TQMS; Responsible for ABET and Annual Training Report; Manage training budget; Give advice on learning and development to employees; Coordinate courses in the Province and Justice College; The successful candidate will do a lot of traveling.
<u>ENQUIRIES</u>	:	Mr Sundaytimes Mthombeni ☎ (011) 331 0440 or (011) 223 7672
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 6, JOHANNESBURG, 2000.
<u>CLOSING DATE</u>	:	15 February 2010
<u>POST 04/29</u>	:	<u>ADMINISTRATIVE OFFICER 3 POSTS REF: 01/10/LMP</u>
<u>SALARY</u>	:	R161 971 – R190 792 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Phalala (1), Magistrate Mhala (1) And Magistrate Vuwani (1)
<u>REQUIREMENTS</u>	:	Bachelor's degree or equivalent qualifications; Two years experience in Administration and Clerical work; A valid code B drivers' license. 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** : Mr TD Masemola ☎ 015 287 2025 or Mr MJ Kobola ☎ 015 287 2026
: 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.
- CLOSING DATE** : 15 February 2010
- POST 04/30** : **ADMINISTRATIVE OFFICER 4 POSTS**
- SALARY** : R161 971 – R190 792 per annum. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.
- CENTRE** : Magistrate’s Office Groblershoop: Ref Nr: NC/03/10
Magistrate’s Office Fraserburg: Ref Nr: NC/04/10
Magistrate’s Office Prieska: Ref Nr: NC/ 05/10
Magistrate’s Office Postmasburg: Ref Nr: NC/06/10
- REQUIREMENTS** : A three (3) year National Diploma / Degree in Public Administration/ Management or relevant equivalent qualification plus two (2) years relevant experience in Office and District Administration and Departmental Financial Management systems; Computer literacy (MS Office); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail.
- DUTIES** : Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.
- ENQUIRIES APPLICATIONS** : Mr. J. Tope ☎ (053) 839 0060
: If applying for more than one post, please state the name of the office as well as order of preference. One application per post. 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.
- CLOSING DATE** : 19 February 2010
- POST 04/31** : **REGISTRAR REF: 2010/01/GP**
- SALARY** : R 157 299 – 179 862 per annum. (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement
- CENTRE** : Magistrate Johannesburg
- REQUIREMENTS** : LLB degree or four year recognised legal qualification; At least 5 years appropriate post qualification legal experience; Skills And Competencies: Case flow management; Dispute resolution; Legal drafting; Legal research; Office management, planning and organizational skills; Good communication skills (written and verbal); Good interpersonal relations; 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 Regional Court President and Regional Magistrates; Issue all processes that initiate court

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

- ENQUIRIES** : Mr. S Ramasodi ☎ (011) 223 7600
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 OR Physical address: Reception area, 15th Floor Carlton Centre, Cnr Commissioner and Kruis Street, Johannesburg, 2000.
- CLOSING DATE** : 15 February 2010
- POST 04/32** : **REGISTRAR REF: 10/VA03/NW**
- SALARY** : R157 299 – R179 862 per annum (Salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement
- CENTRE** : Molopo Regional Court, Mmabatho
- REQUIREMENTS** : LLB Degree or an appropriate four year legal qualification; Minimum of five years relevant post qualification experience; Skills and Competencies: Case Flow management; Dispute Resolution; Legal drafting; Legal research; Numeracy skills; Office management, planning and organization skills; Conflict and resolution management; Computer literacy (MS Office); Good Communication (verbal and written); Leadership and management skills; Good interpersonal relations; Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Co-ordinate Case Flow Management Support services to the Regional Court President and Regional Magistrates; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates' Court Act 1944 at the court stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil section, including divorce cases; Assist the public with court proceedings; Process reviews and appeals; Implement rules, procedures, practices and costs periodically in co-operation with the Regional Court President, Court Manager and the Judiciary; Manage court information relating to civil and divorce cases including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute requests from the judiciary in connection with cases and other related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, Acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of the court in the lower courts.
- ENQUIRIES** : Ms. Waliyya Jacobs at ☎ 018 397 7054
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. OR Physical address: Reception area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Mafikeng, 2745.
- CLOSING DATE** : 15 February 2010
- POST 04/33** : **REGISTRAR REF: NC/22/10**
- SALARY** : R157 299 – R179 862 per annum Salary to be determined in accordance with experience. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the

		Court Manager/Office Manager is attached. If successful the appointment/transfer will be at own cost.
<u>CENTRE REQUIREMENTS</u>	:	Regional Court Kimberley
	:	LLB degree or four year recognised legal qualification; At least 5 years appropriate post qualification legal experience; Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
<u>DUTIES</u>	:	Co-ordinate Case Flow Management support services to the Regional Court President and Regional Magistrates; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates Court Act, 1944 at the court where stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the Civil Section, including divorce cases; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in co-operation with the Regional Court President, Court Manager and Judiciary; Manage court information relating to civil and divorce cases, including the keeping of statistics and the submission of returns to the Head of Court and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute request from the judiciary in connection with cases and on other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, acts and rules; Write and respond to correspondences; Provide practical training and assistance to the clerks of court in the lower courts.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S.W Mekoā ☎ (053) 839 0028
	:	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), 7 th Floor, c/o Knight & Stead Streets, Kimberley.
<u>CLOSING DATE</u>	:	19 February 2010
<u>POST 04/34</u>	:	<u>CHIEF ACCOUNTING CLERK REF: 02/10/LMP</u>
<u>SALARY</u>	:	R130 426 – R 153 636 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office: Limpopo
	:	A Bachelor's Degree in financial management or equivalent qualification or Grade 12 with ten years relevant experience; Two years experience in financial environment; Knowledge of DFI, PFMA and Treasury regulations will be an advantage; A valid drivers' license. Skills and Competencies: Computer literacy (MS Office); Excellent Communication Skills (verbal and written); Good interpersonal relations and problem solving skills; Ability to work under pressure and work independently.
<u>DUTIES</u>	:	Co-ordinate and monitor the submission of Justice Deposit Account System (JDAS), MMT and Bank Reconciliations in respect of monies in trust. Capture and consolidate MMT and Bank Reconciliation statements received from sub-offices; Entertain JDAS operational problems and interpret financial prescripts; Analyse all audit enquiries received as well as inspection reports in order to identify existing problems in the execution of financial duties in the region. Facilitate training needs and arrange training. Maintain and monitor signing arrangements in sub-offices. Perform ad-hoc tasks from time to time.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TD Masemola ☎ 015 287 2025 or Mr MJ Kobola ☎ 015 287 2026
	:	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>CLOSING DATE</u>	:	15 February 2010
<u>POST 04/35</u>	:	<u>LIBRARIAN REF: NC/66/09</u>
	:	This post is a re-advertisement; candidates who previously applied are encouraged to re-apply

- SALARY** : R130 426-00 – R153 636-00 per annum. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful
- CENTRE REQUIREMENTS** : Northern Cape High Court
: Bachelor's degree or National Diploma in Library and Information Science or relevant equivalent qualification; Minimum of one year in a legal or high court library experience or one to three years other library experience; Knowledge of and experience in electronic information resources and online retrieval skills; Communication skills (verbal and written); Report writing skills; Computer Literacy (MS Office, Internet and Inmagic); Research and planning skills; Problem solving skills; Interpersonal relations; Creative and analytical skills; Customer orientation.
- DUTIES** : Maintain adequate library literature and facilitate the procurement and payment of goods and services; Maintenance of registers and library statistics on a daily basis; Indexing of journal articles and compilation of bibliographies; Binding and noting of legal opinions and indexing of bills; Serve on library committee and submission of minutes thereof; Amendment of loose leaf publications and statutes; Conduct literature searches on Sabinet, Internet, Jutastat and My LexisNexis to assist professional staff; Supervise Librarian Assistant and manage all assets in the library; Handling of enquiries and administrative duties.
- ENQUIRIES APPLICATIONS** : Mr. J. Tope ☎ (053) 839 0060
: 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.
- CLOSING DATE** : 19 February 2010
- POST 04/36** : **STATE ACCOUNTANT REF: NC/14/10**
- SALARY** : R130 425 – R151 425 per annum. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.
- CENTRE REQUIREMENTS** : Regional Office, Kimberley
: A relevant three year degree/diploma or equivalent qualification; 1 – 2 Years experience in Public Service budgeting matters and expenditure control; Knowledge of financial prescripts used in the Department; Working experience of BAS; Driver's licence; Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure and meet deadlines; Good interpersonal relations.
- DUTIES** : Coordinate and consolidate MTEF inputs of all DOJ offices in the Northern Cape; Facilitate meetings with office managers to confirm budget allocation to various responsibilities and resolve any budget issues; Perform budget allocation and capturing on BAS; Monitor expenditure trends against the budget and cash flow projections, asking for explanations where deviations are detected and the reporting thereof to Management; Provide monthly State of Expenditure Report to Management; Provide budget information for decision making purposes; Ensure that all expenditure is in accordance to the measurable objectives of a programme; Ensure correct allocations are used; Compile correction journals; Answer daily queries from offices in terms of availability of funds; Attending cluster meetings to answer budget related queries; Liaising with Budget Section at National Office.
- ENQUIRIES APPLICATIONS** : Mrs R. De Klerk ☎ (053) 839 0015
: 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.
- CLOSING DATE** : 19 February 2010
- POST 04/37** : **CHIEF ACCOUNTING CLERK: PAYROLL SERVICES REF: 10/17/CFO**
- SALARY** : R130 425 - R151 425 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office, Pretoria
: Bachelor's Degree or equivalent qualifications in Finance or Grade 12 plus more than 10 years experience in a financial environment; Knowledge of PERSAL, Basic Accounting System (BAS), Public Financial Management Act (PFMA) and National Treasury Regulations; Two years appropriate experience (Accounts, Debts or PAYE reconciliation). Skills and Competencies: Computer literacy (Ms Excel); Good communication (written and verbal) skills; Planning and organizing skills; Strong leadership and management capabilities; Ability to work under pressure and be self motivated.

DUTIES : Reconciliation of salary related accounts; Clearing and reporting on outstanding balances monthly; Ensure that Salaries and other allowances are implemented timorously; Process payments for Service termination; Maintain income tax on PERSAL, advice on tax matters, salary recalls, amend, IRP5, complete Departmental route forms, distribute IRP5, and reprint IRP5; Resolve all income tax queries, maintain/amend IRP5 with manual payments, request recalculation on PERSAL and manual; Ensure that debts are raised, recovered or written off, recover monies from debtors, improve debt recovery within the organization and monthly age analysis and report to management on the progress within the debt unit; Supervise and develop staff; Ensure compliancy with all financial prescripts, rules and regulations; Perform duties assigned within a team.

ENQUIRIES APPLICATIONS : Mr. G Ntobeng ☎ (012) 315 1736
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 15 February 2010

POST 04/38 : **E-SCHEDULER CLERK REF: 03/10/LMP**

SALARY : R87 978 – R100 595 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Modimolle
: Grade 12 Certificate or equivalent qualification; Two years relevant experience. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Analytical, Efficient and Resourceful; Project Management; Good Interpersonal and Public relations; Document Management and Typing; Problem solving; Presentation skills; Customer service oriented; Ability to work under pressure.

DUTIES : Obtain charge sheets and interpret contents; Accurately capture the data on the E-Scheduler system prior and after court hearing; Ensure that the charge sheets are secured and distributed timely within the case preparation phase prior and after the court hearing before filing; Generate/print daily reports required to improve the management of cases on the outstanding roll; Analyze statistics; Conduct enquiries on the system to obtain information not covered by the standard reports; Conduct charge sheet and data integrity audits and present outcome to supervisors/managers; Render assistance in general case flow management; Provide any administrative support as required by the relevant Court Manager or Supervisor.

ENQUIRIES APPLICATIONS : Mr TD Masemola ☎ 015 287 2025 or Mr MJ Kobola ☎ 015 287 2026
: 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.

CLOSING DATE : 15 February 2010

POST 04/39 : **E-SCHEDULER CLERK REF: 03/10/LMP**

SALARY : R87 978 – R100 595 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Modimolle
: Grade 12 Certificate or equivalent qualification; Two years relevant experience. Skills and Competencies: Computer literacy (MS Office); Good Communication skills (verbal and written); Analytical, Efficient and Resourceful; Project Management; Good Interpersonal and Public relations; Document Management

and Typing; Problem solving; Presentation skills; Customer service oriented; Ability to work under pressure.

DUTIES : Obtain charge sheets and interpret contents; Accurately capture the data on the E-Scheduler system prior and after court hearing; Ensure that the charge sheets are secured and distributed timely within the case preparation phase prior and after the court hearing before filing; Generate/print daily reports required to improve the management of cases on the outstanding roll; Analyze statistics; Conduct enquiries on the system to obtain information not covered by the standard reports; Conduct charge sheet and data integrity audits and present outcome to supervisors/managers; Render assistance in general case flow management; Provide any administrative support as required by the relevant Court Manager or Supervisor.

ENQUIRIES APPLICATIONS : Mr TD Masemola ☎ 015 287 2025 or Mr MJ Kobola ☎ 015 287 2026

: 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.

CLOSING DATE : 15 February 2010

POST 04/40 : **COURT INTERPRETER REF: 04/10/LMP**

SALARY : R87 978 – R100 595 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Northam

: Grade 12 or equivalent qualification; Tertiary qualification will be an advantage; Applicants will be subjected to a Language test; A valid drivers license will serve as an added advantage: Language requirements: N. Sotho/Tswana, Tsonga, Venda, Zulu, Shona, English, Afrikaans. Swazi and Xhosa 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

: 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.

CLOSING DATE : 15 February 2010

POST 04/41 : **COURT INTERPRETER REF: NC/ 02/10**

SALARY : R87 978 – R100 595 per annum. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

CENTRE REQUIREMENTS : Magistrate's Office Upington

: 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: Xhosa, English, Afrikaans and Tswana are compulsory; Sotho, Sepedi, Tsonga and isiZulu will be an added advantage; Computer literacy (MS Office); Good communication(written and verbal); Administration and organizational 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 records of statistics; To perform any other duties he / she may assigned to do in terms of rationalizations of functions by the office. The preferred candidate, reporting to the Regional Head, will be required to ensure compliance with the Public Finance Management Act (PFMA), Treasury

Instructions and Regulations as well as Departmental Financial Instructions (DFI). Ensure financial viability in the following: Advise and assist The Regional Head and Senior Management in the exercise of powers, functions assigned and delegations in terms of the Public Finance Management Act (PFMA) and other relevant legislation; Ensure the effective implementation of the PFMA, DFI and Treasury Regulations; Ensure compliance with the best practice accounting norms and standards; Manage, monitor and implement financial systems and accounts control; Prepare financial statements; Facilitate internal and external audits; Management of bookkeeping and financial quality control services; Establish and maintain effective, efficient and transparent system for financial management and internal control; Determine the long term direction of court finance services and relate these to present and future strategic goals; Manage and direct the Finance Directorates staff and budgets.

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

CLOSING DATE : 19 February 2010

POST 04/42 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: PROGRAMME SUPPORT AND ADMINISTRATION REF: 10/16/COO**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : Grade 12 with typing as subject or Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactory; Knowledge of Financial, administration management 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 APPLICATIONS : Mr I Shabalala ☎ (012) 357 8186
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE : 15 February 2010

POST 04/43 : **ADMINISTRATION CLERK: CHILDREN'S COURT 12 POSTS REF: 10/VA01/NW**
 12 Months Contract

SALARY : R73 584 per annum (including 37% in lieu of benefits). The successful candidate will be required to sign a performance agreement.

CENTRE : Klerksdorp, Bafokeng, Rustenburg, Potchefstroom, Vryburg, Odi, Molopo, Lichtenburg, Brits, Koster, Pampierstad, Ventersdorp

<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent qualification. A tertiary paralegal qualification will be advantageous; Appropriate/Relevant administrative experience; Experience in court related functions; Recording and/or case flow management will be an added advantage. Skills and competencies: Basic numeric and computer literacy; Good communication skills (written and verbal); Ability to apply the correct processing steps to children's court matters and develop basic knowledge of services provided in the courts; Ability to communicate clearly with other procedural role players and to explain basic legal concepts and procedures in plain language; Ability to work with the public in a professional manner;
<u>DUTIES</u>	:	Undertake administrative functions in respect of Protection and Alternative Care Orders; Keep registers for Children's Court, register cases for trial and allocate trial dates in consultation with Magistrates; Compile Children's Court statistics; Open files, issue subpoenas and perform general administrative duties; Gather information, follow up on files and outstanding cases; Preliminary screening of Family Law and Children's Court disputes; Perform functions regarding monitoring orders, cost orders; Review existing Children's Court orders, parental plans and parental responsibility, conflicts and the registration of parental plans by Family Advocates, Children's Court, Lay Forum hearings and pre-hearing conferences; Deal with general application of Children's Act and registration of parenting plans.
<u>ENQUIRIES</u>	:	Ms. Waliyya Jacobs at ☎ 018 397 7054
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. <u>OR</u> Physical address: Reception area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Mafikeng, 2745.
<u>CLOSING DATE</u>	:	15 February 2010
<u>POST 04/44</u>	:	<u>ADMINISTRATION CLERK 7 POSTS REF: 10/VA02/NW</u>
<u>SALARY</u>	:	R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Brits, Ga-Rankuwa, Klerksdorp, Potchefstroom, Rustenburg, Moretele, Vryburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualifications; Two years administrative experience; Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail.
<u>DUTIES</u>	:	Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Handle routine office work; Deal with correspondence; Asset management and client services; Processing of documents as well as the rendering of a support function to supervisory personnel and to assist in the daily operations of these units; Filing, taking minutes, data capturing, handling of payments to contracts and consultants and processing of subsistence and travel claims; Apply Public Service and Treasury Instructions in terms of the Public Finance Management Act (PFMA) and various other administrative duties.
<u>ENQUIRIES</u>	:	Ms. Waliyya Jacobs at ☎ 018 397 7054
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735. <u>OR</u> Physical address: Reception area, North West Regional Office, Ayob Gardens, 22 Molopo Road, Mafikeng, 2745.
<u>CLOSING DATE</u>	:	15 February 2010
<u>POST 04/45</u>	:	<u>REGISTRARS CLERK 4 POSTS</u>
<u>SALARY</u>	:	R73 584 – R84 134 per annum. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.
<u>CENTRE</u>	:	Magistrate's Office De Aar: Ref NR: NC/07/10 Magistrate's Office Springbok: Ref NR: NC/08/10 Magistrate's Office Upington: Ref NR: NC/ 09/10 Magistrate's Office Kimberley: Ref NR: NC/10/10
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or equivalent qualification. A tertiary paralegal qualification will be advantageous; Appropriate/Relevant administration experience;

Experience in courts related functions, recording and/or case flow Management will be an added advantage; Numeracy; Literacy; Interpretation of acts and regulations; Communication skills; Computer literacy.

DUTIES : Administration of civil, including divorce cases; Co-ordinate Case Flow Management support services to the Regional Court President and Regional Magistrates; Issue all processes that initiate court proceedings; File documents; Issue court orders; Issue, keep, check, analyse and furnish court statistics; Exercise control over records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute request from the judiciary in connection with cases and on other case related matters; Keep and maintain registers in divorce and civil cases; Assist the public in regard to court procedures; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, Acts and rules; Prepare relevant documents i.e. finalized cases, pending cases etc; Process and grant requests for default judgments as required by the Magistrates' Courts Act, 1944; and, Process reviews and appeals.

ENQUIRIES APPLICATIONS : Mr. J. Tope ☎ (053) 839 0060
: If applying for more than one post, please state the name of the office as well as order of preference. One application per post. 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.

CLOSING DATE : 19 February 2010

POST 04/46 : **MAINTENANCE OFFICER 2 POSTS**

SALARY : Salary to be determined in accordance with experience. The successful candidate will be required to sign a performance agreement. Note: Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

CENTRE : Magistrate's Office Upington: Ref NR: NC/11/10
Magistrate's Office De Aar: REF NR: NC/12/10

REQUIREMENTS : An appropriate legal qualification (B.luris, Proc or LLB); Proficiency in at least two official languages; Code 8 driver's license will be an added advantage; Computer literacy (MS Office); Excellent Communication skills (written and verbal); Numeric skills; Ability to: work with public in a professional and empathetic manner; develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; explain legal terminology and processes in simple language; manage time effectively and develop good facilitation skills; think and write clearly; think innovatively and work in pressurized environment; facilitate communication between people with maintenance disputes.

DUTIES : Perform the powers, duties of a Maintenance Officer in terms of the Maintenance Act; Guide maintenance investigators in performance of their duties; Obtain financial information for the purposes of Maintenance equeries; Appear in Maintenance Court and conduct proceedings in Maintenance Court; Implement Bench Orders.

ENQUIRIES APPLICATIONS : Mr. J. Tope ☎ (053) 839 0060
: If applying for more than one post, please state the name of the office as well as order of preference. One application per post. 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.

CLOSING DATE : 19 February 2010

POST 04/47 : **REGISTRY CLERK REF: NC/13/10**

SALARY : R73 584 – R84 134 per annum. The successful candidate will be required to sign a performance agreement. Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

CENTRE : Masters Office Kimberley

REQUIREMENTS : Grade 12 or equivalent qualification; At least six (6) months applicable experience; A valid code 8 drivers license will be an added advantage. Skills and

competencies; Computer literacy (MS Office); Knowledge of registry procedures; Verbal and written communication skills; Good interpersonal relations; Good organizational skills; Ability to work under pressure, and as part of a team.

DUTIES : Open and sort incoming mail; Opening and control of files according to the Code Correspondence; File and bind documents related to files in Registry; Keep and update registers (Franking, Remittance, File Index, Disposal, Memorandum, etc.); Identifying of files in registry for archives/disposal purposes; Distribution of all incoming mail/faxes to different sections; Deal with enquiries; Pend correspondence and files; Binding, laminating and distribution of documents/manuals/circulars etc; Perform any other duties assigned to him/her in registry, messenger, switchboard or reproduction services.

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

: 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.

CLOSING DATE : 19 February 2010

POST 04/48 : **ADMINISTRATION CLERK (DCRS) 2 POSTS**

SALARY : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement. Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

CENTRE : Magistrate Office, Garies: Ref: NC/18/10
Magistrate Office, Upington: Ref: NC/19/10

REQUIREMENTS : Grade 12 or equivalent qualification; Administrative experience or at least 6 months appropriate experience in a court environment with regard to court recording, case flow and general administration will be an added advantage; Communication (written and verbal); Computer literacy (MS Office); Good interpersonal relations; Good public relations skills; Efficient and resourceful; Ability to work under pressure and to solve problems; Customer service; Document management.

DUTIES : The maintaining of criminal record books and charge sheets; The writing and tracing of summonses; The writing of witness fees books; The completing and issuing of committal warrants and arrest warrants; The rendering of court requirements; The rendering of assistance in general case flow management; The recording of court proceedings; Filing of cases (charge sheets); Operating court recording equipment, ensure the maintenance and safekeeping thereof; Provide any administrative support as required by the relevant Court Manager.

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

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

CLOSING DATE : 19 February 2010

POST 04/49 : **SENIOR ADMINISTRATION CLERK**

SALARY : R73 584 – R86 679 per annum. The successful candidate will be required to sign a performance agreement. Officials already on salary levels as per advertisement will only be considered if a motivational letter and a letter of recommendation from the Court Manager/Office Manager is attached. If successful the appointment/ transfer will be at own cost.

CENTRE : Magistrate Office, Douglas: Ref: NC/20/10
Magistrate Office, Springbok: Ref: NC/21/10

REQUIREMENTS : Grade 12 or equivalent qualification; Administrative experience will be an added advantage; Computer Literacy (MS Office); Accuracy and attention to detail; Verbal and written communication skills; Good interpersonal relations; Problem solving.

DUTIES : Handle routine work 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 administrative duties.

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

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

CLOSING DATE : 19 February 2010

POST 04/50 : **SECURITY OFFICER REF: 10/15/JC**

SALARY : R62 013 – R72 000 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Justice College, Pretoria

REQUIREMENTS : Adult basic Education and Training (ABET) level 4 or grade 10; Relevant experience; Knowledge of a wide range of working procedures applicable to the Department. Skills and Competencies: Basic computer literacy; Good communication(Verbal and written) skills; Problem solving and decision making skills; Interpersonal relations; People management skills; Analytical thinking skills; Planning, Organising and Controlling skills.

DUTIES : Report procedures; Operate security equipment and related access control systems; Meet procedures within Department.

ENQUIRIES : Mr I Shabalala ☎ (012) 357 8186

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

CLOSING DATE : 15 February 2010