

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

*The DOJ&CD 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.*

**CLOSING DATE** : 21 August 2017

**NOTE** : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications and identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. 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 these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POSTS

**POST 32/05** : **FAMILY ADVOCATE LP7 3 POSTS**

**SALARY** : R684 423 – R737 313 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Office of the Family Advocate Upington, Ref No: 004/17/NC  
Family Advocate Newcastle Ref No: 17/01KZN  
Office of the Family Advocate NW- Rustenburg, Ref No: 17/VA05/NW:

**REQUIREMENTS** : An LLB Degree or recognized 4 year legal qualification; At least 5 years appropriate post qualification litigation experience; Admitted as an Advocate; The right of appearance in the High Court of South Africa; A valid driver's license. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.

**DUTIES** : Key Performance Areas: Ensure effective and efficient institutional performance of the relevant functions and duties of the Office of the Family Advocate in accordance with relevant legislation; Endorse Settlement Agreements or commenting thereon; Institute enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters when delegated to do so; Attend to relevant circuit courts within the provinces.

**ENQUIRIES** : Kimberley: Adv. P. Molokwane Tel no: (053) 833 1019  
Kwazulu-NATAL: Mr J.N. Mdaka Tel no: (031) 372 3000  
Mafikeng: Ms. G Tabane Tel no: (018) 397 7058

**APPLICATIONS** : Kimberley: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, Magistrates Court of Knight and Stead Streets, 7<sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered.  
Kwazulu-Natal: Quote the relevant reference number and direct your application to: The Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place, Durban

		Mmabatho: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
<b><u>NOTE</u></b>	:	Separate application must be made per center and quoting the relevant reference number
<b><u>POST 32/06</u></b>	:	<b><u>COURT MANAGER 15 POSTS</u></b>
<b><u>SALARY</u></b>	:	R417 552 – R491 847 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Daveyton, Ref No: 2017/11/GP; Magistrate Vanderbijlpark, Ref No: 2017/10/GP; (NOTE: The post is a re-advertisement; candidates who previously applied are encouraged to re-apply) Magistrate Office Springbok, Ref No: 001/17/NC Magistrate Office De Aar, Ref No: 002/17/NC Magistrate Office Kuruman, Ref No: 003/17/NC Magistrate Court: Port Elizabeth, Ref No: 6/17EC Magistrate Court: New Brighton, Ref No: 7/17EC Magistrate Court: Maluti, Ref No: 8/17EC Magistrate Court: Mount Frere, Ref No: 9/17EC Magistrate's Office, Eshowe, Ref No: 17/02/KZN Magistrate's Office Ingwavuma NOTE: Ref No: 17/03/KZN (The post is a re-advertisement) Magistrate's Office Madadeni, Ref No: 17/04/KZN Magistrate's Office Pietermaritzburg, Ref No: 17/05/KZN Magistrate Offices: Malmesbury, Ref No: 30/17/WC Magistrate Offices: Mosselbay, Ref No: 31/17/WC
<b><u>REQUIREMENTS</u></b>	:	Three 3 year qualification in Administration NQF level 6 and / or National Diploma in Services Management NQF level 5 plus the module on Case Flow Management or equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge of an experience in office and district administration; Knowledge of Public Financial Management Act PFMA; Experience in managing Trust Third Party Funds and Vote Account; A valid driver's license; Experience in the Court environment will be an added advantage; Skills and Competencies: Strong leadership and management capabilities; Strategic capacities; Good communication verbal and written; Computer literacy
<b><u>DUTIES</u></b>	:	Key Performance Areas: Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to 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 service level agreements
<b><u>ENQUIRIES</u></b>	:	Gauteng: Ms RR Moabelo Tel no: (011) 332 9000 Kimberley: Ms D Kistoo Tel no: (053) 8021300 Eastern Cape: Mrs. L Pretorius Tel no: (043) 702 7000 Kwazulu-Natal: Mr J.N. Mdaka Tel no: (031) 372 3000 Western Cape: Atlantis: Mr D Xegwana 023 312 1112 and George: Mr M Cerfonteyn 044 802 5800
<b><u>APPLICATIONS</u></b>	:	Gauteng: Private Bag X6, Johannesburg, 2000 • 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, JOHANNESBURG Kimberley: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, Magistrates Court of Knight and Stead Streets, 7 <sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered. Eastern Cape: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200. Kwazulu-Natal: Quote the relevant reference number and direct your application to: The Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place, Durban

- Western Cape: Quoting the relevant reference number, direct your application to: The Regional Head, Department of Justice, Private Bag X9171, Cape Town, 8000 OR Physical Address: Mezzanine Floor, Plein Park Building, Plein Street, Cape Town
- NOTE** : Separate application must be made per each center and quoting the relevant reference number
- POST 32/07** : **ASSISTANT DIRECTOR: STRATEGIC SUPPORT OFFICE MANAGER IN THE OFFICE OF THE REGIONAL HEAD REF NO: 88/17/WC**
- SALARY** : R334 545 – R404 121 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Regional Office, Cape Town
- REQUIREMENTS** : Appropriate tertiary qualification Degree or Post Graduate or equivalent qualification at NQF level 6; Minimum of 3 years' experience management; Knowledge of Departmental strategic goals; Knowledge of the Public Service and the working of Government; A valid driver's license. Skills and Competencies: Strategic thinking and leadership skills; Project Management; Research and negotiation skills; Creative and analytical; Problem solving and decision making; Conflict management; Accuracy and attention to detail; Understanding confidentiality in Report writing; Communication verbal and written skills; Computer literacy MS Office, intranet and Internet; Presentation skills; Customer service orientation; Ability to work independently, yet as part of a team when required and work under pressure and meet deadlines; Policy analysis and implementation and Financial management.
- DUTIES** : Key Performance Areas: Support the Regional Head in communicating department strategic objectives and vision, mission and values; Supervise the admin staff in the office of the Regional Head; Manage logistical arrangements for the integrated branch meetings and operations; Oversee the administration of follow-up of Regional Head instructions to ensure prompt execution by relevant branches; Liaise with Senior Managers, National Office and other stakeholders with regards to Corporate Services matters; Manage and control recording on complicated Regional Head enquiries and attendance to the proceedings of strategic tasks; Prepare presentation and briefing notes for the Regional Head; Disseminate complex information to all cluster branch heads; Compile, analyze and report progress on monthly and quarterly basis, memoranda regarding all matters related to the office of the Regional Head; Monitoring and tracking of business objectives; Provide office support services including information and document management.
- ENQUIRIES** : Ms L Arenz Tel no: (021) 462 5471
- APPLICATIONS** : Forward your application to: The Regional Head, Private Bag x 9171, Cape Town 8000 OR Physical address: Plein Park Building, Mezzanine floor, Plein Street, Cape Town.
- POST 32/08** : **SOCIAL WORKER/ FAMILY COUNSELOR GRADE 1 - 3 4 POSTS**
- SALARY** : R226 686 – R395 685 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
- CENTRE** : Office of the Family Advocate Durban, Ref No: 17/06/KZN  
Office of the Family Advocate Newcastle, Office of the Family Advocate, Ref No: 17/07/KZN  
Pietermaritzburg, Ref No: 17/08/KZN
- CENTRE** : Family Advocate: Polokwane (Afrikaans), Ref No: 01/17/LMP
- REQUIREMENTS** : Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; Appropriate experience in social work after registration with SACSSP; Knowledge and experience in Mediation; Court Experience in Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act , Children's Act, Maintenance Act and Domestic Violence Act inclusive of Hague Convention on International Child Abduction; A valid drivers' license. Skills and competencies: Computer literacy; Communication written and verbal skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make

		recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes; Report on the performance to the Head of Office.
<b><u>ENQUIRIES</u></b>	:	Mr J.N. Mdaka Tel no: (031) 372 3000 Mr Masemola TD Tel no: (015) 287 2025 Mr Maakamedi TP Tel no: (015) 287 2026
<b><u>APPLICATIONS</u></b>	:	KWAZULU – NATAL: Quote the relevant reference number and direct your application to: The Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place, Durban LIMPOPO: 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.
<b><u>NOTE</u></b>	:	Re-advertisement, candidates who have applied before must re-apply
<b><u>POST 32/09</u></b>	:	<b><u>MAINTENANCE OFFICER MR1-MR4 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R174 606 - R312 510 per annum: Salary will be determined in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Court: Bloemhof, Ref No: 17/VA04/NW Magistrate Court: Potchefstroom, Ref No: 17/VA08/NW
<b><u>REQUIREMENTS</u></b>	:	An LLB Degree or recognized 4 year legal qualification; Extensive knowledge of the maintenance system and family law matters; Proficiency in at least two official languages; Knowledge of the Maintenance Act Act 99 of 1998. Understanding of all services and procedures in the area of maintenance and other areas; A valid driver's license; Skills and Competencies: Computer literacy MS Office; Excellent Communication skills written and verbal; Numeric skills; Communications skills; Facilitation and mediation skills; Litigation skills; legal terminology and processes in simple language skills; facilitation skills; Innovatively and work in pressurized environment;
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.
<b><u>ENQUIRIES</u></b>	:	Ms. G Tabane Tel no: (018) 397 7058
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
<b><u>NOTE</u></b>	:	Separate application must be made per each center and quoting the relevant reference number
<b><u>POST 32/10</u></b>	:	<b><u>MAINTENANCE OFFICER MR-1 – MR-3 12 POSTS</u></b>
<b><u>SALARY</u></b>	:	R174 606 – R258 672 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Offices, Noupoot, Hanover and Richmond Ref No: 012/17/NC Magistrate's Offices, Kimberley, Ritchie and Modderivier 3 Ref No: 013/17/NC Re-Advertisement Magistrate's Office, Chatsworth 1 Ref No: 17/09/KZN Magistrate's Office Durban 2, Ref No: 17/10/KZN Magistrate's Office: Emlazi 2, Ref No: 17/11/KZN Magistrate's Office Empangeni 1, Ref No: 17/12/KZN Magistrate's Office; Hlanganani 1, Ref No: 17/13/KZN Magistrate's Office Madadeni 1, Ref No: 17/14/KZN Magistrate's Office Nqutu 1, Ref No: 17/15/KZN Magistrate's Office Verulam 1, Ref No: 17/16/KZN

<b><u>REQUIREMENTS</u></b>	:	An LLB Degree or recognized 4 year legal qualification; Extensive knowledge of the maintenance system and family law matters; Proficiency in at least two official languages; Knowledge of the Maintenance Act Act 99 of 1998. Understanding of all services and procedures in the area of maintenance and other areas; A valid driver's license; Skills and Competencies: Computer literacy MS Office; Excellent Communication skills (written and verbal); Numeric skills; Communications skills; Facilitation and mediation skills; Litigation skills; legal terminology and processes in simple language skills; facilitation skills; Innovatively and work in pressurized environment;
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.
<b><u>ENQUIRIES</u></b>	:	Kimberley: Mr. J. Tope Tel no: (053) 802 13000 Kwazulu-Natal: Mr J.N. Mdaka Tel no: (031) 372 3000 Kimberley: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, Magistrates Court of Knight and Stead Streets, 7 <sup>th</sup> floor, Kimberley, 8301. Email or faxed applications will not be considered. Kwazulu-Natal: Quote the relevant reference number and direct your application to: The Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place, Durban
<b><u>NOTE</u></b>	:	Separate application must be made per each center and quoting the relevant reference number
<b><u>POST 32/11</u></b>	:	<b><u>MAINTENANCE OFFICER MR1- MR5, REF NO: 17/07/FS 2 POSTS</u></b> The post is a re-advertisement
<b><u>SALARY</u></b>	:	R174 606 – R818 301 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Office, Kroonstad 1 Odendaalsrus 1
<b><u>REQUIREMENTS</u></b>	:	An LLB Degree or recognized 4 year legal qualification; Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver's license Skills and Competencies: Computer literacy MS Office, excellent communication (both verbal and written), Inter-personal relations and ability to liaise with senior officials, Problem solving, Report writing and Time management skills; Ability to analyze statistics; Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act. Ensure screening of Maintenance files and assist clients to reach agreements in applicable instances. Administer the preparation and issuing Section 26 and emoluments attachment orders as well as court interdicts. Prepare and compile all the necessary evidence in presentation and application of future maintenance orders; Conduct interviews with stakeholders, obtain financial information from employers and banking institution for the purpose of maintenance enquiries. Manage Departmental assets under his or her direct control to ensure compliance with relevant prescripts; Refer cases that require investigation to the Maintenance Investigators and ensuring regular follow up on progress made; Appear in Maintenance Court proceedings under the Maintenance Act 99 of 1998.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. NM Dywili Tel no: (051) 407 1800 Please direct your application to: The Regional Head, Private Bag X20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9301 Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, Magistrates Court of Knight and Stead Streets, 7 <sup>th</sup> floor, Kimberley, 8301.

**POST 32/12** : **REGISTRAR MR1 – MR5, REF NO: 17/06/FS**  
This is a re-advertisement applicants who previously applied are encouraged to re-apply

**SALARY** : R174 606 – R818 301 per annum. Salary will be determined in accordance with OSD determination. The successful candidate will be required to sign a performance agreement

**CENTRE** : Magistrate’s Office, Bloemfontein

**REQUIREMENTS** : LLB degree or a four year recognized legal qualification; A valid driver’s licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Numerical; Office management, planning and organisation, Communication written & verbal and Computer literacy MS Office skills; Ability to interpret acts and regulations.

**DUTIES** : Key Performance Areas: Co-ordinate Case Flow Management Support Services to the Judiciary and Prosecution at regional level; Co-ordinate all processes that initiate court proceedings; Compile and submit monthly reports on the civil statistics and performance for the office of the Regional Court President and DOJ; Co-ordinate and liaise with the office of the Regional Court Magistrates on civil related matters; Facilitate court sittings and consideration of judgments by defaults and taxation of attorney’s unopposed bills of cost; Manage appeals, reviews and applications for request for access to information, court records and all relevant registers; Authenticate signature of legal practitioners, notaries and sworn translators; Provide translators and conveyances; Supervise and manage the performance of Assistant Registrars in Regional Division.

**ENQUIRIES** : Ms. NM Dywili Tel no: (051) 407 1800.

**APPLICATIONS** : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hands deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.