

DEPARTMENT OF JUSTICE & 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

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 41/25 : **LEGAL ADMINISTRATION OFFICER (MR-3) REF NO: 17/TEMP08/NW**
Contract Appointment Ending 30 September 2018

SALARY : R226 227.– R258 672. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS : An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; A valid driver's licence. The following will serve as an added advantage: Knowledge of South African Legal System and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice; Knowledge and experience in office administration. Skills and Competencies: Legal Research and drafting; Dispute Resolution; Project Management; Strategic Capability and leadership skills; Conflict and knowledge management; Report writing; Reliability; Excellent Communication (written and verbal); Computer literacy. Compliance management

DUTIES : Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State regarding problems of interpretation execution of powers and legal matters; Facilitate legal research and interventions to improve performance; Respond to petitions, representations and complaints from Civil Society and other Government departments; Liaise with other departments and communities on programmes around crime prevention; Prepare memoranda for the appointments of Commissioners of Oaths Justice of the Peace; Determine Legal Liability and Recover Departmental Losses in the Region; Oversee the smooth functioning of specialized courts in the province, i.e Sexual Offences, Family, Equality and the Children's Courts; Train the community on the Victims Charter; Coordinate programmes related to children in custody, awaiting trial prisoners, small claims courts, the lay assessors system and maintenance; Support the Courts regarding quasi-judicial functions; Facilitate implementation on relevant legislation including the Victims Charter and the Restorative Justice National Policy Framework; Initiate, plan, implement and conduct community awareness campaigns in legislations administered by the department.

ENQUIRIES APPLICATIONS : Ms G Tabane ☎ 018 397 7054
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand delivery it at 22 Molopo Road, Ayob Gardens, Mafikeng.

CLOSING DATE : 27 October 2017

POST 41/26 : **MAINTENANCE OFFICER: 4 POSTS**
 Contract Appointment ending 30 September 2018
 (This is Re-advertisement, candidates who previously applied are encouraged to re-apply)

SALARY : R174 606 + 37% per annum in lieu of benefits. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : REF NO: 2017/07Con/MP Evander Magistrate Office
 REF NO: 2017/09Con/MP: Kwamhlanga Magistrate Office
 REF NO: 2017/08Con/MP: Kriel Magistrate Office
 REF NO: 2017/10Con/MP: White River Magistrate Office

REQUIREMENTS : An LLB Degree or 4 year recognized legal qualification. Skills and Competencies: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration; and conciliation; Languages skills (oral & written); Motivational skills; Loyalty, honesty, ability to work under pressure etc; Driving skills; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care. Computer literacy

DUTIES : Key Performance Areas: Conduct preliminary interviews; Conduct informal and formal maintenance enquires; Render administrative support;

ENQUIRIES APPLICATIONS : Ms NC Maseko ☎ (013) 753 9300 Ext. 224
 : 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.

NOTE : People with disabilities are highly encouraged to apply Separate application must be made quoting the relevant reference number

CLOSING DATE : 27 October 2017