

## 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.*

**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, 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. The foreigner or dual citizenship holder has provided the Police Clearance certificate from his/her country of origin. 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 47/24** : **ADMINISTRATIVE OFFICER REF NO: 17/24/FS**  
Applicants who previously applied are encouraged not to re-apply.

**SALARY** : R281 418 – R331 497 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Office of Chief Magistrate, Welkom  
Applicable B Degree/National Diploma in Administration; 3 years Administrative experience The following will be an added advantage Knowledge of Judicial system within the Court environment Legal background; A valid driver's license Skill and Competencies Excellent communication (verbal and written); Computer literacy (MS Office); Creative and analytical thinking; Minutes taking; Time management, Research management; Project Management; Supervisory experience

**DUTIES** : Key Performance Areas: Assist with all case flow related matters; provide general administrative support Provide logistical support services; Ensure administration of financial management; manage administrative human resources in the office; Conduct legal research for Judiciary

**ENQUIRIES APPLICATIONS** : Ms. NM Dywili at ☎ (051) 407 1800.  
Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

**CLOSING DATE** : 01 December 2017

**POST 47/25** : **MAINTENANCE OFFICER MR1-MR4 (2 POSTS) REF NO: 17/TEMP06/NW**  
Contract appointment ending 30 September 2018 applicants who previously applied for the post with should not re-apply

- SALARY** : R174 606 - R312 510 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Courts: Delareyville and Rustenburg  
 : An LLB Degree or recognized 4 year legal qualification; Extensive knowledge of the maintenance system; 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 of family law; A valid driver's licence Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovatively and work under pressurized environment
- DUTIES** : Key Performance Areas: Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose 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; Supervision of the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate
- ENQUIRIES APPLICATIONS** : Ms. L. Shoai at ☎ (018) 397 7054  
 : 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.
- NOTE** : All former contract workers of the Department of Justice and Constitutional Development are encouraged to apply. Separate application must be made per centre and quote the relevant reference number
- CLOSING DATE** : 01 December 2017