

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. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement

OTHER POSTS

- POST 06/37** : **LEGAL SECRETARY REF 05/2018/IR (12 MONTHS CONTRACT, RENEWABLE)**
- SALARY** : R281 418 +37% =R385 542 in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Pretoria (Salu Building)
- REQUIREMENTS** : A Diploma or equivalent qualification; At least 3 years proven legal secretary experience; Fluent in both English, Afrikaans and two other official South African languages; Knowledge of Public Finance Management Act (PFMA) and Municipal Finance Management Act (MFMA) will be an advantage; Ability to open and manage complaint files; Knowledge of the Constitution and legal terminology; Working knowledge of MS Office and ability to work with legal technology (dictaphone, transcription software etc); Outstanding time-management and typing skills; Ability to multitask and being comfortable dealing with a diverse number of people; Knowledge of Protection of Personal Information Act (POPIA) and Promotion of Access to Information Act (PAIA) will be an advantage. Skills and Competencies: Sound professional judgment, Exceptional Interpersonal and communication skills, Diplomacy, Excellent writing skills, Conflict resolution, High tolerance for dealing with difficult stakeholders, good presentation skills and public speaking, attention to detail, , telephone etiquette; Special Condition: Typing assessment will be conducted; Reference checks and Qualifications vetting will be conducted on a successful candidate.
- DUTIES** : Provide administrative support to the Head: Legal and Compliance; Perform initial screening of complaints and calls; Maintain and update records of files, regulations and other documents; Effective communication with stakeholders; Provide secretarial services to identified engagements of the Information Regulator; Answer phone calls, take notes/messages and re-direct calls when appropriate; Maintain and update inventories of contact details of all stakeholders; facilitate meeting deadlines by keeping multiple agendas and provide timely reminders; Knowledge of legal terminology, content, organisation, format of legal document and correspondence; and Carry out any other delegated functions related to the work of the Information Regulator.
- ENQUIRIES** : Mr G Ramoroka ☎ (012) 406 4818
- APPLICATIONS** : Quoting the relevant reference number, direct your CV and application Form Z83 to: Postal address: The Information Regulator, Private Bag X 81, Pretoria, 0001.OR Physical address: Application Box, Reception, SALU Building, 316 Thabo Sehume Street, Pretoria.
- NOTE** : The Information Regulator (Regulator) is a newly establish statutory body responsible for the managing of the protection and access of personal information. The Regulator is establish in terms of the Protection of Personal Information Act Number 4 of 2013 (POPIA), furthermore the Regulator is also the governing institution for the Promotion of Access to Information Act (PAIA). The The Protection of Personal Information Act (POPIA) empowers the Information Regulator (Regulator) to make Regulations. Before making Regulations, the Regulator is required to publish a notice in the Gazette inviting written comments to be submitted on the proposed Regulations within a specified period. The Regulator seeks to employ a legal secretary for a period of three (3) months to receive and process comments on the draft Regulations. Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Regulator. If you do not hear from us within 1 month of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these

positions. The incumbent of this post will be placed in the Office of the Information Regulator (South Africa)

CLOSING DATE : 02 March 2018

POST 06/38 : **SENIOR COURT INTERPRETER 3 POSTS REF NO: 18/06/FS**
Re-advertisement:

SALARY : R226 611 – R266 943 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENT : Magistrate's Office, Welkom (1), Thaba-Nchu (1) and Bethlehem (1)
: NQF level 4 / Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in two or more indigenous languages; Three (3) years practical experience as a Court Interpreter A valid driver's licence will be an added advantage; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Communication skills, Listening skills, Inter-personal relations, Problem solving, Planning and organising skills and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure. Language Proficiency: Welkom: Sesotho, IsiXhosa, English and Afrikaans. Language Proficiency: Bethlehem: English, Afrikaans, Sesotho and IsiZulu. Language Proficiency: Thaba-Nchu: Sesotho, Setswana, English and Afrikaans.

DUTIES : Interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; Interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions; Ensure that subordinates conclude performance agreements; Review performance and give feed back to Court Interpreters; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; Perform a variety of routine interpreting duties related to the Core function of the Department, Attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

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

CLOSING DATE NOTE : 26 February 2018
: 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 and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. 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.