

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 license is a requirement.

- APPLICATIONS** : 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, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- CLOSING DATE** : 30 April 2018
- 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 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.

OTHER POST

- POST 15/32** : **COURT INTERMEDIARY 4 POSTS: NORTHERN CAPE**
- SALARY** : R281 418 – R331 497 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Ref No: 01/18/NC Magistrate Office Kimberley 2 Posts
Ref No: 02/18/NC Magistrate Office Galeshewe 1 Post
Ref No: 03/18/NC Magistrate Office Colesburg 1 Post
- REQUIREMENTS** : Three year Bachelor Degree / National Diploma / Academic Qualification in one of the following fields: Medicine, Psychology, Education, Family Counseling, Social work or Child Care and Youth Development, Pediatrics, Psychiatry, Clinical, counseling, educational psychologist and Family counselors. Minimum of three (3) years working experience in the applicable field. Applicants must be duly registered with the relevant professional / scientific organization / body in their field of specialization Educators as defined in section 1 of the South African Schools Act, 1996 (Act No. 84 of 1996), must be registered in terms of section 21 of the South African Council for Educators Act 2000 (Act No. 31 of 2000. Medical Practitioners must be registered in terms of Section 17 of the Health Professions Act, 1974 (Act 56 of 1974), and against whose names the specialty of pediatrics or psychiatry, are registered. Family Counsellors appointed under section 3 (1) of the Mediation in Certain Divorce Matters Act, 1987 (Act 24 of 1984) and who are registered as clinical, counselling or educational psychologists. Social Workers must be registered in terms of Section 17 of the Social Service Professions Act, 1978 (Act No. 110 of 1978). Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be an added advantage. Knowledge of relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1997 (Act No 51 of 1977), particularly sections 153, 158 and 170A; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act

No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998). Legislation and regulations pertaining to public service and administration; Knowledge of trauma and developmental stages of witnesses. Knowledge of legal terms, terminology and understanding of Human Rights. A valid driver's license. Skills and Competencies: Good Communication Skills (Written and Verbal). Computer Skills (MS Word). Sound Interpersonal Relations. Ability to work under pressure Accuracy and Attention to Detail Language requirements: a combination of the following will be considered. Fluency in English, Afrikaans, Setswana and Xhosa. Fluency Xu! And Khwe is a strong recommendation. Fluency of any foreign languages will be an added advantage. The following qualities will be added recommendations: The ability to work with children/ disabled persons in a highly stressful and under traumatic circumstances; Understanding of and respect for the rights and dignity of the witness requiring assistance; Ability to treat the witness and his/her family with respect and empathy; Ability to provide emotional support and assistance to the witness and his/her family; Understanding of the ethical implications of working with children and court processes.

DUTIES

: Act as Intermediary by facilitating court proceedings where children are involved. Act as intermediary in all matters wherein, despite their biological age, witnesses have a mental age of under 18. Manage the efficient flow of all cases involving children and disabled persons. Facilitate the allocation of dates by utilizing the central diary to schedule matters. Maintain the Intermediary room and the resources therein. Ensure that the correct equipment is available to assist the child or disabled person in giving their evidence; Maintain a data base of all service providers that may provide assistance to the witness and his/her family and make all necessary information available to them.

ENQUIRIES

: Mr. J Tope ☎ (053) 832 1300

NOTE

: If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. The successful candidate will serve the Frances Baard, Pixley Ka Seme and John Taolo Gaetsewe Districts as well as the ZF Mgcawu and Namaqualand Districts, as and when the need arises.