

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

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

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- CLOSING DATE** : 08 June 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. The 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 20/11** : **ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 18/53/SA**
- SALARY** : R265 284 – R759 603. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Kimberley
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; Right of appearance in the High Court of South Africa will be an added advantage; Admission as a conveyancer will be an added advantage; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA; Draft and/ or settle all types of agreements on behalf of the various clients; Render legal opinions and advice; Handle all forms of arbitration, including inter-departmental arbitrations and debt collection.
- ENQUIRIES** : Mr E. Seerane Tel No: (012) 315 1780
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.