

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.

- 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** : 17 September 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. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. 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 35/40** : **ASSISTANT STATE ATTORNEY: CONVEYANCING LP3-LP4 REF NO: 18/61/SA (X2 POSTS)**
Re-advertisement
- SALARY** : R283 854 – R805 179 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : State Attorney: Cape Town
- REQUIREMENTS** : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Admission as a conveyancer and notary experience will be an added advantage; A valid driver's licence. skills and competencies: Legal research and drafting Conveyancing, notarial and related documents; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal) with the ability to motivate and direct people; Creative and analytical; Problem solving and conflict management; Accuracy and attention to details.
- DUTIES** : Draft, prepare and register conveyancing and notarial documents; Draft legal documents and conduct legal research; Furnish legal advice/opinion and contracts; Give effect to the Department's Strategic Plan, policies and prescripts; Provide supervision and training to other professional staff; Maintain record of work performed and provide statistical reports;
- ENQUIRIES** : Mr E Seerane ☎ (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.