

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 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 POSTS

POST 36/12 : **COURT MANAGER (X2 POSTS)**

SALARY : R444 693 – R523 818 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate's Offices, Kokstad Ref No: 18/23C/KZN
Magistrate's Offices, Nongoma Ref No: 18/24C/KZN

REQUIREMENTS : A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

DUTIES : Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreements.

ENQUIRIES APPLICATIONS : Mr J.N. Mdaka ☎ 031 372 3000
Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

CLOSING DATE : 01 October 2018

POST 36/13 : **ADMINISTRATIVE OFFICER (OFFICE MANAGER) REF NO: 18/26C/KZN**

SALARY : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate's Court, Dannhauser

REQUIREMENTS : A Bachelor's Degree in Administration or equivalent qualification and a 3 years relevant experience in Court and Office Administration; Knowledge of the

PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

DUTIES : Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyze statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

ENQUIRIES APPLICATIONS : Mr J.N. Mdaka ☎ 031 372 3000

: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

CLOSING DATE : 01 October 2018

POST 36/14 : **ADMINISTRATIVE OFFICER: REF NO: 18/16/FS**

SALARY : R299 709 - R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate's Office Kroonstad

: Three year Bachelor's Degree /National Diploma in Public Management/Administration or equivalent qualification; A 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage. Skills and competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.

DUTIES : Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts , Human Resource and Supply Chain; Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office and; Performance of any other duties necessary to ensure smooth office running.

ENQUIRIES APPLICATIONS : Ms NM Dywili @ (051) 407 1800

: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301

NOTE : All former contract workers of the Department are encouraged to apply.

CLOSING DATE : 21 September 2018

<u>POST 36/15</u>	:	<u>ADMINISTRATIVE OFFICER: REF NO: 18/17/FS</u>
<u>SALARY</u>	:	R299 709 - R353 043 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Magistrate's Office: Reddersburg Magistrate's Office: Thabanchu Magistrate's Office: Ficksburg
<u>REQUIREMENTS</u>	:	Three year Bachelor's Degree /National Diploma in Public Management/ Administration or equivalent qualification; A 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage. Skills and competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.
<u>DUTIES</u>	:	Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts, Human Resource and Supply Chain; Manage the office of Finance (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; general Supervision of Administration staff and Implement formal and informal disciplinary matters. Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office and Performance of any other duties necessary to ensure smooth office running.
<u>ENQUIRIES</u>	:	Ms NM Dywili @ 051 407 1800
<u>APPLICATIONS</u>	:	Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<u>NOTE</u>	:	Applicants who previously applied are encouraged to apply and all former contract workers of the Department are encouraged to apply/re-apply
<u>CLOSING DATE</u>	:	21 September 2018
<u>POST 36/16</u>	:	<u>COURT INTERMEDIARY: REF NO: 17/18/NC</u>
<u>SALARY</u>	:	R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Magistrate Office Kimberley
<u>REQUIREMENTS</u>	:	Must be competent to be appointed as an Intermediary as prescribed in the Determination under section 170A (4)(a) of the Criminal Procedure Act, 1977, as amended by the Sexual Offences and Related Matters Act 32 of 2007; The candidate must be registered in one of the following: Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974) and against whose names the specialty pediatrics is also registered; Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974, and against whose names the specialty psychiatry is also registered; Family counsellors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act No. 24 of 1987), and who were registered as social workers under section 17 of the Social Work Act, 1978 (Act 110 of 1978), or who are or were classified as teachers in qualification category C to G, as determined by the Department of National Education, or who are or were registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974; Child care workers who have successfully completed a two-year course in child and youth care approved by the National Association of Child Care Workers and who have four years' experience in child care; Social workers who are registered as such under section 17 of the Social work Act, 1978, and who have two years' experience in social work; Teachers who are classified in qualification category C to G, as

determined by the Department of National Education, and who have four years' experience in teaching and who have not at any stage, for whatever reason, been suspended or dismissed from service in teaching; Psychologists who are registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974; Reliable, dedicated and hardworking; Language requirements: a combination of the following will be considered; Proficiency in English, SeTswana and Afrikaans are compulsory; Xu – Khwe, Sesotho. Sepedi, Xitsonga, IsiXhosa and IsiZulu 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 APPLICATIONS** : Mr. J. Tope ☎ 053 802 1300
: 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** : 21 September 2018
- POST 36/17** : **ASSISTANT STATE ATTORNEY, LP3-LP4: REF NO: 18/63/SA**
- 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 REQUIREMENTS** : State Attorney: Bloemfontein
: An LLB or 4 year recognized legal qualification; Admission as an Attorney At least 2 years appropriate post legal/litigation experience; A valid driver's license. 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; Furnish legal advice/ opinions and contracts; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collection; Attend to liquidation, insolvency queries, register trust and companies.
- ENQUIRIES APPLICATIONS** : Mr. M. Kooko ☎ (012) 315 1164
: 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.
- NOTE** : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
- CLOSING DATE** : 01 October 2018
- POST 36/18** : **MAINTENANCE INVESTIGATORS (X3 POSTS)**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Courts: Howick Ref No: 18/27C/KZN
Kwadukuza Ref No: 18/28C/KZN
Umbumbulu Ref No: 18/29C/KZN

- REQUIREMENTS** : A Grade 12 certificate with two years relevant experience; Experience in Family Law Matters; Knowledge of the Maintenance Act (Act 99 of 1998); A valid driver's licence; Knowledge of computer literacy (experience in MS Word and Excel); Certificate reflecting these courses to be attached. Skills and Competencies: Computer literacy (MS Office); Numeracy Skills; Excellent communication skills (verbal and written); Ability to: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of maintenance and other areas of family law; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressured environment; Assist the court in the conducting of maintenance matters for the court.
- DUTIES** : Trace persons liable to pay maintenance and maintenance defaulters; Gather and secure information related to Maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Render any administrative support to the office; Outdoor function requiring physical tracing capabilities; Perform any other administrative functions as required from time to time; Serve documents on complainants/respondents/banks/employers/ etc.
- ENQUIRIES APPLICATIONS** : Mr J.N. Mdaka ☎ (031) 372 3000
: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
- CLOSING DATE** : 21 September 2018
- POST 36/19** : **SENIOR COURT INTERPRETER REF NO: 18/18/FS (X2 POSTS)**
Re-Advertisement
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Welkom Cluster Magistrate's Office, Odendaalsrus (X1 Post)
Bethlehem cluster magistrate office Bethlehem (X1 Post)
- REQUIREMENTS** : 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; Driver's license 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: Excellent communication, Listening, Interpersonal relations, Problem solving, Planning and organising 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.
- DUTIES** : To interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; To 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; To perform a variety of routine interpreting duties related to the Core function of the Department; To 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.
- NOTE** : Applicants are required to indicate the reference number and office of preference on the Z83 application form. Applicants who previously applied and all former contract workers of the Department are encouraged to re-apply/apply.
- CLOSING DATE** : 21 September 2018

<u>POST 36/20</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 18/14/FS</u>
<u>SALARY</u>	:	R242 475 –R285 630 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate's Office, Thabanchu Cluster 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; Driver's license 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: Excellent communication, Listening, Interpersonal relations, Problem solving, Planning and organising and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure; Language Proficiency: Thaba-Nchu: Sesotho, Setswana, English and Afrikaans.
<u>DUTIES</u>	:	To interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; To 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; To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Applicants are required to indicate the reference number and office of preference on the Z83 application form. Applicants who previously applied and all former contract workers of the Department are encouraged to re-apply/apply.
<u>CLOSING DATE</u>	:	21 September 2018
<u>POST 36/21</u>	:	<u>STATE ACCOUNTANT: FINANCE: REF NO: 18/18/NC</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Kimberley Regional Office Three 3 year relevant tertiary qualification with Accounting as subject or equivalent; Minimum three (3) years' experience in the field of finance, administration and human resource management; Knowledge of Financial/ Accounting/ Quality Assurance and Budget principles; Knowledge and experience in Financial Expenditure, Third Party Funds Management, Supply Chain Management, Basic Accounting System (BAS), Salary Administration and PERSAL functions, Departmental Financial Instructions (DFI), Treasury Regulations and PFMA; PERSAL experience will be an added advantage; Valid driver license. Skills and Competencies: Ability to manage Accounting and Administration functions effectively; Basic Accounting; Computer literacy (MS Office); Excellent Communication skills (verbal and written); Ability to work with stakeholders in a professional and empathetic manner; Good interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Perform Salary Administration functions; Distribution of sundry and creditor payment advises to clerks; Verification and authorizing of BAS payments and PERSAL claims; Checking monthly document control reports; Monitor regional outstanding creditor lists; Ensure all processed documents are audit compliant; Ensure all payments are processed at year end; Capturing of original budget on BAS; Shifting of funds on BAS; Capture additional funds and journalizing payments on BAS; Monitor and report on spending trends; Reconciliation of budget allocation on BAS; Balancing of final budget allocation on BAS; Request budget/ expenditure input for quarterly reviews; Request budgetary needs of offices (Annual budget and MTEF); Reconciliation of Budget on JYP and BAS; Request and analyse expenditure

reports; Update and distribute expenditure reports; Update JYP and BAS commitments; Identify over/under and erroneous captured expenditure at sub-offices; Monitor expenditure interfaces (GG, Telephones, etc.); Examine the bank reconciliations on a monthly basis; Follow up all discrepancies with the various offices and provide administrative support to sub-offices; Provide the Supervisor with a monthly updated report; Compile management expenditure report; Identify erroneous allocations and correct per journal entry; Follow up regional bank exceptions; Tracing of incorrect data captured by sub – offices; Follow up outstanding creditor payments directly with suppliers or sub – offices; Monitor of private telephone debts; Complete accurate and updated reports as per prescribed; timeframes; Provide training to finance functionaries in the Region; Provide feedback on previous months engagements; Highlight areas of concern on a daily, weekly, monthly basis; Weekly checking of stock on hand ; Checking of receipts with cash on hand; Checking of bank deposit book before money is deposited; Day end of receipts on BAS; Confirmation of deposits on BAS; Monthly checking of petty cash replenishment; Supervision of staff; Monthly reconciliation of receipts and deposits; Request and monitor regional request for petty cash limits increase/ decrease; Electronic reconciliation on DJINI; Monitor and verify finalization of PAYE registers on DJINI; Monitor and verify regional petty cash manual reconciliations; Monitor and verify regional petty cash reconciliations on DJINI.

- ENQUIRIES** : Ms R de Klerk ☎ 053 802 1300
- 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** : 21 September 2018
- POST 36/22** : **REGISTRAR MR1: REF NO: 18/25C/KZN**
- SALARY** : R186 828 – R867 399 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office, Port Shepstone
- REQUIREMENTS** : LLB degree or four year recognised legal qualification; No previous legal experience required; A valid driver's licence. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Co-ordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates Court Act, 1944 at the court where stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil and criminal Sections, including divorce cases; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in co-operation with the judiciary and Court Manager; Manage court information relating to civil and criminal sections including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute request from the judiciary in connection with cases and other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure notation of relevant publications, codes, acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of court in the lower courts
- ENQUIRIES** : Mr J.N. Mdaka ☎ 031 372 3000
- APPLICATIONS** : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
- CLOSING DATE** : 01 October 2018

<u>POST 36/23</u>	:	<u>COURT INTERPRETER</u>
<u>SALARY</u>	:	R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Office: Richmond Ref No: 15/18/NC Magistrate Office: Kimberley Ref No: 16/18/NC (X3 Posts)
<u>REQUIREMENTS</u>	:	NQF Level 4 /Grade 12 or equivalent qualification; Three (3) months practical experience will be an added advantage; Proficiency in English; Applicants will be subjected to a Language test; A valid drivers' license will be an added advantage. Language requirements: Xhosa, English, Afrikaans and Tswana are compulsory. Sotho, Sepedi, Tshonga, Tshivenda and isiZulu will be an added advantage. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
<u>DUTIES</u>	:	Interpret in Criminal Court, Civil Court, Labour Court, quasi-judicial proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of the Magistrate and Prosecutors; Keep records of statistics; To perform any other duties he / she may be assigned to do in terms of rationalizations of functions by the office.
<u>ENQUIRIES</u>	:	Mr. R. Muller ☎ 053 802 1300
<u>APPLICATIONS</u>	:	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, 7 th floor, Kimberley, 8301. Email or faxed applications will not be considered.
<u>NOTE</u>	:	Applicants will be subjected to a Language test.
<u>CLOSING DATE</u>	:	21 September 2018