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.

CLOSING DATE : 12 October 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.

MANAGEMENT ECHELON

POST 37/15 : CHIEF DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: 18/66/ISM
(3 Years Contract Appointment)

SALARY : R1 189 338 – R1 422 012 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office; Pretoria

REQUIREMENTS : Degree in Information Systems/ Computer Science or equivalent qualification at NQF Level 7, 10 years working experience of which 5 years’ experience should be at a senior managerial level in ICT Infrastructure; Relevant enterprise architecture certificate(s) and experience will be an added advantage. Skills and Competencies: Communication skills (written and verbal); Ability to formulate and express ideas clearly, effectively and efficiently; Problem solving skills; Collaborative and excellent people skills; Creative and analytical; Ability to work independently and under pressure; Attention to detail and accuracy.

DUTIES : Provide overall strategic leadership to the ICT infrastructure Management component; Develop and manage the implementation of the ICT Infrastructure strategy and implementation roadmap; Develop, manage and implement ICT Infrastructure policies, standards and procedures; Lead and manage ICT Central Support Services, Regional Support Services, ICT Security Support Services and Infrastructure Projects teams; Manage key stakeholders relevant to the ICT Infrastructure component; Contribute to the development of the overall ICT strategy; Provide effective people and financial management.

ENQUIRIES : Mrs S. Bezuidenhout Tel No: (012) 315 1090
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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 Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.
POST 37/16  :  DIRECTOR: FINANCE REF NO: 18/30/KZN

SALARY  :  R1 005 063 – R1 183 932 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

CENTRE  :  Regional Office, Durban

REQUIREMENTS  :  An undergraduate qualification (NQF level 7) in Finance/B.Com in Public Finance or Auditing recognized by SAQA; Five (5) years' experience at middle/senior managerial level; Experience in revenue & debt management and financial reporting; Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Generally Accepted Accounting Practice other (GAAP) and Public Services Regulations; A valid driver’s licence. Skills and Competencies: Strategic capabilities and leadership; Project management; Planning and organizing; Financial management and change management; Research and knowledge management; Service delivery innovation; Analytical and problem solving; People management and empowerment; Client orientation and customer focus; Communication skills; Computer skills (Ms Office) presentation and facilitation.

DUTIES  :  Manage the design, implementation and maintenance of the Regions strategic plans; Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals; Ensure effective management of accounts receivables as well as the implementation and maintenance of debt risk management systems; Manage the compilation of accounts receivable financial reports and all clients are timely billed; Manage compilation of financial reports and GAAP accounting of leases; Provide management support to the line manager with compilation of annual financial statements and collate all the regions sub-directorate financial reports; Oversee timely resolution of audit queries and facilitate capacity building initiatives.

ENQUIRIES  :  Mr J.N. Mdaka Tel No: (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

POST 37/17  :  DIRECTOR: CENTRAL SUPPORT SERVICES REF NO: 18/70/ISM (3 Years Contract Appointment)

SALARY  :  R1 005 063 – R1 183 932 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

CENTRE  :  National Office, Pretoria

REQUIREMENTS  :  Degree in Information Systems/Computer Science or equivalent qualification at NQF7; 5 years’ experience at middle/senior managerial level; 5 years relevant experience which includes at least 3 years management experience in ICT infrastructure operations management or related ICT discipline; Relevant technical certifications will be an added advantage (e.g. MCSE, N+, Security+); A valid driver’s license. Skills and Competencies: Strategic Financial Management skills; Strategic Leadership capability; Communication skills (verbal & written); Computer literacy; Project Management skills; Research and Resource Management skills; Strategic Change and risk management; Presentation and facilitation skills.

DUTIES  :  Oversee and manage the ICT Central Support Services (Data Centre, WAN, Software Platforms and Licenses, IT Security etc) component in line with related policies, standards and procedures; Ensure alignment of the ICT Central Support with the business and service needs of the Department; Manage, monitor and maintain a stable ICT Central Support Service and operating environment; Develop, maintain, support and optimize key functional areas e.g. Data Centre, network infrastructure, security, server infrastructure, platforms, software licences and data communications etc.; Manage and implement the necessary infrastructure management monitoring systems and tools (e.g. networks, systems (servers), storage, back-ups); Manage the scheduling and directing of activities to resolve ICT Central Support Services related incidents and problems timeously and accurately; Manage deliverables from vendor/suppliers and other organizational delivery entities; Implement projects and initiatives in support of ICT disaster and service continuity including maintenance thereof; Contribute to the formulation of the overall ICT strategy, infrastructure architecture strategy,
roadmaps and operational plans; Provide effective people and financial management.

ENQUIRIES : Ms. E Zeekoei Tel No: (012) 315 1436
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X61, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

OTHER POSTS

POST 37/18 : FAMILY COUNSELLOR MANAGER REF NO: 23/18/NC

SALARY : R755 598 – R1 045 935 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Family Advocate, Kimberley
REQUIREMENTS : Bachelor’s Degree in Social Work or equivalent qualification; A minimum of 10 years appropriate experience in Social Work after registration as Social Worker with the in SA Council for Social Service Professions (SACSSP); Experience in management in the field of Child Care and Protection or related environment will be added advantage; Registration with SACSSP as Social Worker; Knowledge and understanding of legislation and treaties relevant to domestic and international Child protection, the PFMA and Treasury Regulations; Experience in statutory social work and in being an expert witness in court; Knowledge of integrated approach in provision of services to families and children in civil legal disputes in accordance with domestic law and international treaties as well as expert knowledge of Child Care and Protection services; Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Project management; Mediation skills; Planning and organizational skills; Forensic report writing; Knowledge on the assessment of children; Strategic management capability; Leadership.

DUTIES : Implement and monitor family counsellor service – and other relevant policies and procedures; Implementation and monitoring of family counsellor profession related programmes, including norms and national uniform standards; Manage, monitor and quality assure the institutional performance of family counsellor profession including Family Counsellor Supervision Services; Manage and monitor Family Counsellor output and capture monthly, quarterly and annual performance information accurately in respect of the work of Family Counsellors in the Province; Co-ordinate Reg 6 requests to and from Provinces; Provide expert guidance to Family Counsellors and Supervisors on the implementation of Child Protection, domestic and international legislation policies; Strengthen partnerships with relevant government Departments, NGOs and the SACSSP; Keep up to date with new developments in the social work and management fields and advice the Principal Family Advocate and the Department on all relevant matters within the Social Work Field.

ENQUIRIES : Adv. P.M. Molokwane Tel No: (053) 838 4567
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.

POST 37/19 : STATE LAW ADVISER LP7 - LP8 REF NO: 18/64/SLA (X5 POSTS)

SALARY : R725 487 – R1 203 570 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Chief State Law Adviser: Cape Town (X4 Posts)
Pretoria (X1 Post)
REQUIREMENTS : LLB or 4 year recognized legal qualification; At least 5 years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Knowledge in Constitutional Law, Administrative Law and International Law.; Skills
and Competencies: Legal Research and Drafting; Litigatory skills; Dispute Resolution; Interpretation and presentation skills; Problem solving and decision making skills; Communication skills (written and verbal); Motivated and ability to meet deadlines; Computer literacy; Ability to work independently and as part of a team; Ability to work under pressure and long hours.

**DUTIES**: Scrutinize, redraft and certify Draft Bills of all national departments with regard to their constitutionality, quality and drafting form and style for approval and introduction; Appear before both houses of parliament, provide legal and legislative drafting services; Write legal opinions for all departments of state in the national, provincial and local sphere of government and other organs of state; Scrutinize and provide opinions on all draft international agreements and subordinate legislation referred to the office; Draft legal documents and advise on the drafting of legal documents that provide clear motivation/ justification; Perform any function assigned to the office by the national executive.

**ENQUIRIES**: Ms P Leshilo Tel No: (012) 357 – 8240

**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
- **Physical address**: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**NOTE**: People with disabilities are encouraged to apply. Separate applications must be made quoting each centre.

**POST 37/20**: FAMILY ADVOCATE LP 7 (X2 POSTS)

**SALARY**: R725 487 – R781 551 per annum (Salary will be in accordance with OSD determination). (The successful candidate will be required to sign a performance agreement).

**CENTRE**: Family Advocate, Cape Town: Ref No: 86/18/FA/WC
Family Advocate, Johannesburg: Ref No: 2018/40/GP

**REQUIREMENTS**: An LLB Degree or recognized four (4) year legal qualification; At least five (5) years appropriate post qualification, litigation/legal experience; Admitted as an Advocate or qualify to be admitted as an Advocate of the High Court; The right of appearance in the High Court of South Africa; A valid driver’s licence.

**DUTIES**: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute enquiries to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters when delegated to do so; Attend to relevant circuit courts within the province.

**ENQUIRIES**: Advocate N Britz Tel No: (021) 426 1216 (Cape Town)
Ms R Moabelo Tel No: (011) 332 9000 (Johannesburg)

**APPLICATIONS**: Cape Town: Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 8 Riebeek Street, 5th Floor Norton Rose House, Cape Town.
Gauteng: quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 or Physical address: 7th floor, Regional Office Gauteng, Department of Justice and Constitutional Development, Schreiner Chambers, Cnr Pritchard and Kruis Street, Johannesburg, 2000

**NOTE**: separate applications must be made quoting the relevant reference number.

**POST 37/21**: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 18/32/KZN

**SALARY**: R697 011 – R821 052 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

**CENTRE**: Regional Office, Durban

**REQUIREMENTS**: An appropriate Degree/ Diploma in Commerce, Accounting or Economics or equivalent qualification; Five (5) years working experience in the Supply Chain Management environment, with at least a minimum of three (3) years’ experience at a managerial level; Knowledge and understanding of Procurement Policy Framework Act, BBBEE and PFMA; Knowledge of Supply Chain Management
Framework and Asset Management; A valid driver’s licence. Skills and Competencies: People management skills; Research and analytical skills; Policy development and analysis skills; Project management skills; Financial management skills; Client orientation and customer focus skill; Presentation and facilitation skills; Communication (written and verbal) skills.

DUTIES: Manage and maintain the Regional demand management planning; Manage the establishment and maintenance of Regional supplier database; Ensure the effective functioning of the ad-hoc specification committee; Facilitate the Regional participation in SITA new and existing transversal term contracts; Manage Regional Supply Chain Management function; Facilitate monthly, quarterly and annual reporting on SCM related matters and Regional procurement statistics; Ensure effective management, control over the safekeeping, utilization and maintenance of all Regional assets including all leased assets; Assist in the development, implementation of disposal management strategy, policies and procedures; Develop and maintain a Regional acquisition, maintenance and disposal plan for asset; Provide effective people management.

ENQUIRIES: Mr J.N. Mdaka Tel No: (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

POST 37/22: DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 18/33/KZN

SALARY: R697 011 – R821 052 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office, Durban

REQUIREMENTS: A Degree or 3 years National Diploma in Public Management / Administration or equivalent qualification; Minimum of 3 years’ experience in either Building Management / Maintenance or Project Management; Three (3) years practical experience in Facilities Planning and Management including space audit; Practical experience in managing external service providers; Knowledge and understanding of Fixed Asset Management, PFMA and GIAMA; Knowledge and understanding of Government procurement process relating to procurement of assets; A valid driver’s license. Skills and Competencies: Project Management; Financial management skills; Managerial skills; Communication skills (including writing) with the ability to motivate and direct people; Strategic and conceptual orientation; Team orientated and results driven; Interpersonal relations and customer orientation; Creative and analytical skills; problem solving and conflict management skills; Continual learning and information search; Computer literate.

DUTIES: Manage overall space of the Region; Monitor and report on all major projects undertaken in the region; Monitor proper implementation of Departmental Maintenance Plan as well as day to day Maintenance; Form part of the planning processes and Liaise with DPW for acquisition of land for the construction of new facilities; Prepare and manage Provincial maintenance, Property plans and budget; Assist in identifying and compiling submissions for inclusion of offices in RAMP projects; Provide facilities management services including procurement of leased accommodation, planned and unplanned maintenance and capital projects identification and support; Provide office support services (including information, document management, technology and transport management).

ENQUIRIES: Mr J.N. Mdaka Tel No: (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

POST 37/23: DEPUTY DIRECTOR: REMUNERATION AND MISCELLANEOUS PAYMENT REF NO: 18/76/CFO

SALARY: R697 011 – R821 052 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: A Bachelor’s Degree or National Diploma (NQF level 6) in Financial Accounting qualification; 5 years financial management experience of which 3 years should be
at supervisory; Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, BAS (Basic Accounting System) and Persal; A valid driver’s licence. Skills and Competencies: Communication skills; Computer literacy (Ms Word, Ms Excel & PowerPoint; Sound report writing and analytical skills; Ability to work under pressure; Analytical and problem solving skills.

DUTIES
Manage the payment of salaries and allowances as well as the implementation of salary deduction; Manage miscellaneous transport, subsistence claims and advances payments; Oversee the distribution and reconciliation of salary pay-sheets, telephone database and interface, Oversee the clearing/reconciliation of suspense/control accounts; Implementation of internal control measures; Ensure document and records management; Provide effective people management.

ENQUIRIES
Ms E. Zeekoei Tel No: (012) 315 1436

APPLICATIONS
Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE
People with disability are encouraged to apply.

POST 37/24
COURT MANAGER (X4 POSTS)

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

CENTRE
Magistrate’s Offices, Hlanganani Ref No: 18/34/C/KZN
Magistrate Office, George Ref No: 56/18/WC
Magistrate’s Courts: Koster Ref No: 18/VA10/NW Ganyesa

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
Oversee places of sitting within the sub cluster; 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; strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court 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 management; Manage service level agreements.

ENQUIRIES
KwaZulu-Natal: Mr J.N. Mdaka Tel No: (031) 372 3000
North West: Ms L Shoai Tel No: (018) 397 7054
Cape Town: Mr G Maggott Tel No: (021) 469 4000

APPLICATIONS
KwaZulu-Natal: 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
North West: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
Cape Town: Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 8 Riebeek Street, 5th Floor Norton Rose House, Cape Town.

FOR ATTENTION
Cape Town: Mr M Ketelo

NOTE
Separate applications must be made quoting the relevant reference number
POST 37/25: ASSISTANT DIRECTOR: FINANCE (MISCELLANEOUS PAYMENTS) REF NO: 18/77/CFO

SALARY: R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: A Bachelor’s Degree or National Diploma in Finance or equivalent qualification; 3 years financial management experience covering the processing of miscellaneous payments, clearing and reconciliation of salary related suspense/control accounts, management of departmental debt as well as the reconciliation of income tax; 2 years supervisory experience; Knowledge of PFMA, Treasury Regulations, Basic Accounting System (BAS), Persal, Public Service Act and Regulations; A valid driver’s licence. Skills and Competencies: Communication skills (written and verbal); Computer literate (Ms Word, Ms Excel & PowerPoint); Sound report writing and analytical skills; Ability to work under pressure, goal oriented & target oriented; Problem solving skills.

DUTIES: Manage miscellaneous payments and the clearing of suspense/control accounts, manage transfer payments, resolve creditor queries and ensure compliance with payment period, Respond to audit findings and implement corrective measures; Implement internal control measures and ensure document and records management, Provide effective people management.

ENQUIRIES: Ms S. Bezuidenhout Tel No: (012) 315 1090

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.

NOTE: People with disabilities are encouraged to apply.

POST 37/26: ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT (NORTHERN CAPE) REF NO: 29/18/NC

SALARY: R356 289 – R430 389 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office, Northern Cape

REQUIREMENTS: B Degree or National Diploma Security Management / Risk Management or relevant equivalent qualification. PSIRA Grade B; At least 3 years supervisory experience in security management; NIA Security Managers’ Course will be an added advantage; Knowledge of PFMA and OHSA Act will be an added advantage. Thorough knowledge of the MISS 1998; Control of Access to Public premises and Vehicle Act, 1985 (Act No.53 of 1985); The successful candidate will be required to travel extensively; A valid driver’s licence. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail; Investigation skills.

DUTIES: Perform a variety of duties related to the core functions of the security and risk management unit: Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, security personnel, contract security and physical security infrastructure; Ensure Implementation of security measures at courts in consultation with the court managers; (Physical, Personnel, document and Information security); Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHSA compliance at sub-offices within the region; Ensure the safety of all persons in the court environment.

ENQUIRIES: Ms. S. Segopa Tel No: (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 INTERMEDIARY REF NO: 18/20/ FS
(Re-advertisements)

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

CENTRE: Magistrate’s Offices: Phuthaditjhaba

REQUIREMENTS: The persons or category of persons who may be appointed as Intermediaries and the requirements for such persons or category of persons in terms of Government Notice R1374 in Government Gazette 15024 of 30 July 1993 as amended by GN R360 in GG 17882 of 28 February 1997, GN R597 in GG 22435 of 2 July 2001 and as amended by GN R663 in GG 10737 of 14 July 2017 are the following:
- Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act 56 of 1974), and against whose names the specialty Paediatrics or Psychiatry is also registered; or,
- Clinical Counsellors or Educational Psychologists who are registered in terms of section 17 of the Health Professionals Act 1974 (Act nr 56 of 1974);
- Family Counsellors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act 24 of 1987), and who are or Clinical Counsellors or Educational Psychologist as determined above; or,
- Social Workers as determined below or
- Educators as determined below or
- Child and Youth Care Workers as determined below.

Social Workers who are registered as in terms of section 17 of the Social Service Professions Act, 1978, and who have two years’ experience in social work and persons who obtained a Master's Degree in Social Work and who have two years’ experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who have obtained a minimum post Matriculation teacher’s education qualification of three years at a recognized tertiary educational institution and have at least three years’ experience in teaching, and are registered in terms of section 21 of the South African council for Educators Act 2000 (Act no. 31 of 2000) and include former or retired educators, who comply with above and whose name have not been removed from the register in terms of section 23(1) of the South African Council for Educators Act, 2000. Child care workers who have obtained a minimum post Matriculation three years at a recognized tertiary educational institution in child and youth care and have at least three years’ experience in child and youth care, Previous experience as a Court Intermediaries exposed to court procedure, court etiquette, legal terms and terminology and functions of courts will be an added advantage; Experience in working with children affected by trauma and people with disabilities will be an added advantage;


Applicants must please indicate their language proficiency level in English, Afrikaans and any other indigenous language. (Complete section D of Z83) language proficiency testing will be conducted during the interviews; Skills and Competencies: Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses). Trauma and basic counselling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

DUTIES: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Assist children to testify with the aid of anatomically-detailed dolls; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Compile and submit registers, statistics and reports; Render administration support service in court.

ENQUIRIES: Ms. NM Dywili Tel No: (051) 407 1800
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, OR hands deliver @ Colonial Building, 53 Charlotte Maxeke Street, Bloemfontein, 9301.

POST 37/28: ADMINISTRATIVE OFFICER REF NO: 18/21/FS
(This is a Re-advertisement and candidates who previously applied are encouraged to re-apply).

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

CENTRE: Office of Chief Magistrate, Welkom

REQUIREMENTS: A three year Bachelor’s Degree /National Diploma in Administration or equivalent qualification; Three (3) year’s Administrative experience; The following will be an added advantage: Knowledge of Judicial system within the Court environment; Legal background; A valid driver’s license; Supervisory experience; Skill and Competencies: Excellent communication (verbal and written), Computer literacy (MS Office), Creative and analytical thinking, Minutes taking, Time management, Research management, Project Management and good report writing.

DUTIES: Compile statistical data and reports for court and case flow management; Provide secretarial and general administrative support to the Office of the Chief Magistrate; Manage the control and flow of documents; Provide logistical support services; Manage resources in the Office of the Chief Magistrate (human, financial and assets); Conduct legal research for the Chief Magistrate and Magistrates.

ENQUIRIES: Ms. NM Dywili at (051) 407 1800.

APPLICATIONS: Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand delivers at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

POST 37/29: ADMINISTRATIVE OFFICER REF NO: 27/18/NC

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

CENTRE: Magistrate Office Williston

REQUIREMENTS: A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; Two (2) years relevant experience in Office and District Administration and Departmental Financial Management systems; Experience in Vote and Trust Account will be an added advantage; Valid driver’s license. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, Ms Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure.

DUTIES: Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.

ENQUIRIES: Mr J. Tope Tel No: (053) 8021300

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.

POST 37/30: SOCIAL WORKER/ FAMILY COUNSELLOR (GRADE 1) (X12 POSTS)

SALARY: R242 553 – R281 181 per annum. (Salary will be in accordance with OSD determination). (The successful candidate will be required to sign a performance agreement)


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Office of the Family Advocates Ref No: 2018/39/GP Johannesburg (X4 Posts)

REQUIREMENTS:
Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; A minimum of three (3) years appropriate experience; Knowledge and experience in Mediation; Court Experience in rendering expect Evidence; Knowledge and application of Family Law; including Mediation in certain Divorce Matters Act, Children’s Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers’ licence. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

DUTIES:
Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes. Report on performance to the head of office.

ENQUIRIES:
Cape Town, Mitchells Plain and Worcester: Adv. N Britz at Tel No: (021) 426 1216 George - Advocate J Gerber at Tel No: (044) 802 4200 Gauteng: Ms R Moabelo Tel No: (011) 332 9000

APPLICATIONS:
Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 8 Riebeek Street, 5th Floor Norton Rose House, Cape Town. Gauteng: quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 or Physical address: 7th floor, Regional Office Gauteng, Department of Justice and Constitutional Development, Schreiner Chambers, Cnr Pritchard and Kruis Street, Johannesburg, 2000

FOR ATTENTION: Mr M Ketelo

NOTE:
Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children’s Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP. Separate applications must be made quoting the relevant reference number.

POST 37/31:
SENIOR COURT INTERPRETER REF NO: 24/18/NC

SALARY:
R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE:
Magistrate Office Springbok

REQUIREMENTS:
Grade 12/ NQF Level 4; National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary qualification at NQF Level 5; Three (3) years’ practical experience as a Court Interpreter; Knowledge of Policies, prescripts, legislation, court proceedings and cultural diversity; Drivers’ license will be an added advantage. Language Requirements: isiXhosa, Tswana, English, Afrikaans are compulsory; Sotho, Sepedi, Xitsonga, 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.

DUTIES:
Conduct interpreting services; Translate Legal Document and Exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform Specific Line And Administrative Support Functions; Control and Supervision of Interpreters.

ENQUIRIES:
Mr R. Muller Tel No: (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.

NOTE:
Applicants will be subjected to a Language test
POST 37/32: MAINTENANCE INVESTIGATOR REF NO: 18/VA11/NW

SALARY: R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Stilfontein Magistrate Court

REQUIREMENTS: A Grade 12 or equivalent qualification; A valid Driver’s Licence; Experience in Family Law and Knowledge of the Maintenance Act; Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Customer service; Documents management and filling.

DUTIES: Perform the following variety of duties related to the maintenance Act and Family Law: Work the public in a professional and emphatic manner; Testify in court under the supervision of the Maintenance Prosecutors; Render administrative support to the office; Explain the legal terminology and process in simple languages; Manage time effectively and demonstrate good facilitation skills; Trace person liable to pay maintenance and maintenance; Gather and secure information related to maintenance enquiries and defaulters.

ENQUIRIES: Ms L Shoa at (018) 397 7054

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

POST 37/33: MAINTENANCE OFFICER (MR1-MR5) (X 5 POSTS)

SALARY: R186 828 – R475 773 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate Office Barberton: Ref No: 2018/17/ MP
Magistrate Office Emalahleni: Ref No: 2018/19/MP
Magistrate Office Nsikazi: Ref No: 2018/16 / MP
Magistrate Office Evander Ref No: 2018/15/MP
Magistrate Office Mdutjana Ref No: 2018/18/MP

REQUIREMENTS: LLB degree or recognized 4 year legal qualification. Skills and Competencies: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Languages skills (oral & written); Motivational skills; Loyalty, honesty, Ability to work under pressure etc; Driving skills; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

DUTIES: Conduct preliminary interviews; Conduct informal maintenance enquiries; Conduct formal maintenance enquiries; Render administrative support.

ENQUIRIES: Ms NC Maseko Tel No: (013) 753 9300 Ext. 224

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit.

NOTE: Separate applications must be made quoting the relevant reference number.
simple language skills; Good interpersonal relations; Innovatively and work under pressurized environment.

**DUTIES**
- Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervision of the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.

**ENQUIRIES**

**APPLICATIONS**

**POST 37/35**
- COURT INTERPRETERS REF NO: 18/VA07/NW (X2 POSTS)

**SALARY**
- R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
- Molopo Magistrate Court

**REQUIREMENTS**
- A Grade 12 or equivalent qualification; A minimum of 3 months relevant experience will serve as an advantage; Applicants will be subjected to a language test; Language Proficiency; Setswana English, Isizulu or Isixhosa; Afrikaans, Sesotho Tshivhenda and Xitsonga will be added an added advantage; Ability to interpret in sign language and or foreign language will serve as an added advantage. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Customer service; Documents management and filling.

**DUTIES**
- Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Interpret in criminal court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors.

**ENQUIRIES**

**APPLICATIONS**

**NOTE**
- All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.

**POST 37/36**
- COURT INTERPRETER REF NO: 18/VA08/NW

**SALARY**
- R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
- Atamelang Magistrate Court

**REQUIREMENTS**
- A Grade 12 or equivalent qualification; A minimum of 3 months relevant experience will serve as an advantage; Applicants will be subjected to a language test; Language Proficiency; Setswana English, IsiZulu or IsiXhosa; Afrikaans, Sesotho, Tshivhenda and Xitsonga will be added an added advantage; Ability to interpret in sign language and or foreign language will serve as an added advantage; Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Customer service; Documents management and filling.

**DUTIES**
- Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Interpret in criminal court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors.

**ENQUIRIES**

Ms. L Shoai at (018) 397 7054
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, and Mafikeng.

NOTE: All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.

POST 37/37: COURT INTERPRETER: REF NO: 18/VA09/NW

SALARY: R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Moretele Magistrate Court

REQUIREMENTS: A Grade 12 or equivalent qualification; A minimum of 3 months relevant experience will serve as an advantage; Applicants will be subjected to a language test. Language Proficiency: Setswana, English, IsiZulu and Sepedi; Sesotho, Tshivenda and Xitsonga will be added an added advantage; Ability to interpret in sign language and or foreign language will serve as an added advantage. Skills and competencies: Good communication skills (verbal and written); Computer literacy (MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Customer service; Documents management and filing.

DUTIES: Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Interpret in criminal court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors.

ENQUIRIES: Ms L Shoai at (018) 397 7054

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, and Mafikeng.