

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.

CLOSING DATE : 24 December 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 license 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 license 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 48/68 : **DIRECTOR: MONITORING AND EVALUATION REF NO: 18/211/DG**

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 : An undergraduate qualification (NQF level 7) as recognized by SAQA or equivalent qualification; 5 years' experience at a middle/ senior managerial level of which 3 years in Strategic Planning or Monitoring and Evaluation; Knowledge of the regulatory framework of the Public Service, the Public Finance Management Act, the Public Service Regulations, National Treasury Regulations and other relevant prescripts; A valid driver's license. Skills and Competencies: Strategic capability and leadership skills; Stakeholder management skills; Problem solving and decision making skills; People management and empowerment skills; Communication skills (verbal & written); Presentation and facilitation skills; Financial management; Computer literacy.

DUTIES : Key Performance Areas: Manage departmental monitoring and evaluation framework and systems; Monitor departmental programme performance against the departmental strategic plan and producing monthly reports, quarterly reports and annual reports to oversight and bodies; Monitor and facilitate reporting on departmental programmes and activities against government's Programme of Action (POA); Manage the evaluations of programmes and projects.

ENQUIRIES : Ms M. Modibane Tel No: (012) 315 1668

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 encourage to apply

OTHER POSTS

- POST 48/69** : **FAMILY COUNSELLOR MANAGER REF NO: 18/218/CS**
- SALARY** : R755 598 – R850 443 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
Bachelor's Degree in Social Work or equivalent qualification; A minimum of 10 years appropriate experience in social work after registration as social work with the SA Council for Social Service Professions (SACSSP); Experience in management field of Child Care and Protection or related environment will be an added advantage; Registration with SACSSP as a 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, compiling forensic reports and testifying as an expert witness in court will be an added advantages; 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 (verbal and written) skills; Project management; Mediation skills; Planning and organizational skills; Forensic report writing; Knowledge on the assessment of children; Strategic management capability; Leadership skills.
- DUTIES** : Key Performance Areas: Implement and monitor family counselor service and other relevant policies and procedures; Manage, monitor and quality assure the institutional performance of family counselor profession; Provide expert guidance to Family Counselor and Supervisors on the implementation of Child Protection, domestic and international legislation policies; Facilitate the development and implementation of Family Counselor profession related programmes, including norms and national uniform standards; Strengthen partnerships with relevant government Departments, NGO's 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 APPLICATIONS** : Ms M. Kganyago Tel No: (012) 315 1844
Quoting the relevant reference number, direct your application to: Postal address: 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 Street, Pretoria.
- NOTE** : People with disabilities are encourage to apply
- POST 48/70** : **OFFICE MANAGER REF NO: 18/184/CLO**
- SALARY** : R697 011 – R821 052 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Chief Litigation Office: Pretoria
An appropriate National Diploma/ Degree in Public Administration or equivalent qualification; 3 years relevant experience of which one year should be at supervisory level; Knowledge of Performance Management System and Financial Management in the Public Service will be an added advantage; Knowledge of the Public Service environment; A valid driver's license. Skills and Competencies: Communication skills (verbal and written); Interpersonal skills; Computer literacy (MS Office); Planning and organizing skills; People management; Customer service orientation; the ability to work independently, under pressure and meet deadlines.
- DUTIES** : Key Performance Areas: Render administrative functions in the CLO Branch; Manage finance and procurement of goods and services of the CLO Branch; Direct and manage projects, implement systems and processes aimed at improving the Chief Litigation's Office; Compile monthly and quarterly statistics and submit to Chief Litigation Office; Provide effective people management.

- ENQUIRIES APPLICATIONS** : Ms K. Ngomani Tel No: (012) 357 8661
 : Quoting the relevant reference number, direct your application to: Postal address: 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 Street, Pretoria.
- NOTE** : People with disabilities are encourage to apply
- POST 48/71** : **DEPUTY DIRECTOR: ASSET REGISTER REF NO: 18/208/CFO**
 (3 Year Contract Appointment)
- SALARY** : R697 011 – R821 052 per annum (All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
 : A Bachelor's Degree in Financial Management or equivalent qualification; A minimum of 5 year's relevant experience in a financial environment, of which a minimum of 3 years must be at management level; Knowledge of the Public Finance Management Act (PFMA) and National Treasury Regulations; Knowledge of Supply Chain Management within the Public Sector. Skills and Competencies: Financial Management; Project Management; Ability to work in a highly pressurized environment; Strategic management abilities; Sound analytical, statistical and problem solving; Computer literacy; Communication skills; Interpersonal relations; Presentation Skills.
- DUTIES** : Key Performance Areas: Review, develop and implement Asset Management strategy, policies and procedures; Facilitate the quarterly verification of all leased and owned assets at National Office; Conduct qualitative assurance review of the monthly reconciliation between the financial system (BAS), the asset register (JYP) and clear all reconciling items within a month; Prepare inputs to the financial statements on a quarterly basis (disclosure notes on assets); Assist in the answering of the audit findings from both internal and external auditors and ensure action audit findings of assets; Provide effective people management, change management, strategies and leadership.
- ENQUIRIES APPLICATIONS** : Ms N. Joseph Tel No: (012) 357 8646
 : 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 disabilities are encourage to apply
- POST 48/72** : **DEPUTY DIRECTOR: SENIOR DATABASE ADMINISTRATOR REF NO: 18/203/DG**
- SALARY** : R697 011 – R821 052 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria
 : National Diploma or Bachelor's Degree in Computer Science/ Statistical or equivalent qualification; 3 year's experience in a data base administration and Geographical Information Systems of which 3 years will be at an Assistant Director/ Management level; Knowledge of GIS Web Application Development and customization will be an added advantage; Knowledge and experience of programming and various information technologies; Sound knowledge of data collection process from collection to report writing; Knowledge and understanding of computer applications especially spreadsheets, database and operating systems, statistical packages such as SAS, GIS mapping etc. (Attach certificates/proof of knowledge). Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS office) (Attach certificate); Ability to work under pressure and independently; Efficient and resourceful; Ability to operate/interface with information management technical systems; Ability to initiate and plan information systems projects.
- DUTIES** : Key Performance Areas: Manage data collection tools to meet identified information requirements; Convert statistical data into information formats; Facilitate the technical running of the Department's data base administration;

		Manage personnel and other resources; Ensure Implementation of systems, procedures and processes; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms M. Modibane Tel No: (012) 315 1668
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encourage to apply
<u>POST 48/73</u>	:	<u>DEPUTY MASTER MR-6 (X2 POSTS)</u>
<u>SALARY</u>	:	R448 269 – R1 084 437 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court: Cape Town Ref No: 18/183/MAS (X1 Post) Polokwane Ref No: 18/223/MAS (X1 Post)
<u>REQUIREMENTS</u>	:	LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates, Mental Health, Insolvency Act, Companies, Close Corporations, Trust Property Control Acts and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court; A valid driver's licence. Skills and Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute Resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<u>ENQUIRIES</u>	:	Mr S. Maeko Tel No: (012) 315 1996
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
<u>POST 48/74</u>	:	<u>COURT MANAGER REF NO: 10/18/LMP (X2 POSTS)</u>
<u>SALARY</u>	:	R444 693 – R523 818 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Groblersdal and Magistrate Praktiseer
<u>REQUIREMENTS</u>	:	Three (3) year qualification in Administration and/ or National Diploma Service Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; Three years managerial or supervisory experience; Knowledge of Public Financial Management Act (PFMA) and the Departmental Financial Instruction (DFI) and Departmental policies and procedures; Understanding of the Department's accounting systems (JDAS, ICMS, JYP); and A valid EB driver's license; The following will serve as strong recommendations: Knowledge and experience in office and district administration. Skills and competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (verbal and written).
<u>DUTIES</u>	:	Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the 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 the communication and relations with the internal and external stakeholders; Manage service level agreements.

- ENQUIRIES** : Ms Mongalo MP. Tel No: (015) 287 2172
Mr Maakamedi TP. Tel No: (015) 287 2026
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag X9526, Polokwane 0700 Or Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700.
- POST 48/75** : **OFFICE MANAGER: REF NO: 18/221/MAS**
- SALARY** : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master of the High Court: Polokwane
- REQUIREMENTS** : Bachelor's Degree/National Diploma in Office Administration or equivalent qualification; At least 3 years' experience in Administration environment; Knowledge of finance and procurement directives and procedures; Knowledge of all legislation and policies that inform the Department's administrative support activities; Knowledge of the core functions of the Masters Office; A valid driver's license. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS Office); Financial management; Leadership and management skills; Analytical and presentation skills; Negotiation and numerical skills.
- DUTIES** : Key Performance Areas: Prepare all financial reports prescribed and required by management in accordance with general accepted administration practice; Manage documents and undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholder; Manage general support and resources services in the office; Provide required office administrative expertise; Provide effective people management.
- ENQUIRIES** : Mr. M. Maeko Tel No: (012) 315 1996
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: 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 Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 48/76** : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 18/206/CFO**
(3 Year Contract Appointment)
- SALARY** : R356 289 + 37% = R488 115 in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : 3 years Degree/ National Diploma in Financial Accounting/ Financial Management or equivalent qualification at NQF6; A minimum of 3 years relevant experience in the field of Finance which must include Internal Control experience as a State Accountant; Knowledge of Financial Provisioning and/ or Administration procedures and processes; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and other legislative prescripts; A valid driver's licence. Skills and Competencies: Computer literacy (MS Word, Excel, BAS, SCM systems and Persal); Planning and organising skills; Good interpersonal relations and communication skills; Ability to work independently in a highly pressurized environment; Ability to interpret and apply policies; Creative and analytical skills; Problem solving skills.
- DUTIES** : Key Performance Areas: Monitor and review CFO branch policies, standards operating procedures, delegations of authority and internal controls; Monthly, quarterly and annual reporting on irregular, fruitless and wasteful expenditure to National Treasury, management and for the interim and annual financial statements; Identify internal control weaknesses and ensure measures are

	:	implemented to prevent/reduce further occurrences of irregular, fruitless and wasteful expenditure; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms N Joseph Tel No: (012) 357 8646
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disability are encouraged to apply.
<u>POST 48/77</u>	:	<u>ASSISTANT DIRECTOR: DECISION SUPPORT: REF NO: 18/201/COO</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	3 years National Diploma in Administration or equivalent qualification; 3 years' experience in secretariat and at supervisory level; Knowledge of financial management in relation to PFMA and project management; Knowledge of Justice Yellow Pages (JYP), BAS and understanding of South African Justice system will be an advantage. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel); Interpersonal skills; Communication (verbal and written) skills; Project management; Team work and problem solving skills; Ability to deal with confidential information; Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Provide secretariat support for EXCO meetings; Coordinate and submit information to the Supervisor on Governance Committees as per Auditor General of South Africa (AGSA)'s request; Coordinate and prepare relevant documents for approval processes; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr. O. Melato Tel No: (012) 315 – 1351
<u>APPLICATIONS</u>	:	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 Building, Pretoria, 0001.
<u>NOTE</u>	:	People with disabilities are encouraged to apply
<u>POST 48/78</u>	:	<u>SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-3: REF NO: 18/73/KZN</u>
<u>SALARY</u>	:	R242 553 - R421 404 (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Family Advocate Office: Durban
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Social Work or equivalent qualification which allows for professional registration with the SA Council for Social Service Professions (SACSSP); proof of registration with SACSSP, Appropriate experience in social work after registration with SACSSP; Knowledge and experience in Mediation; Court experience in rendering expert 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 driver's license; Language proficiency in Afrikaans will be an added advantage. Skills and Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in , care, contact, 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 the performance to the Head of Office.

- ENQUIRIES APPLICATIONS** : Mr J.N. Mdaka Tel No: 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
- POST 48/79** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1 REF NO: 2018/80/GP (X2 POSTS)**
- SALARY** : R242 553 – R281 181 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Johannesburg
 : Bachelor's Degree in Social Work or equivalent qualification which allows registration with SACSSP; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation, Court experience in rendering Expert evidence; Experience in Forensic Social Work; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act, Children's Act and Hague Convention on International Child Abduction; A valid driver's license. 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** : Key Performance Areas: 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 the performance to the Head of Office.
- ENQUIRIES APPLICATIONS** : Ms. R Moabelo Tel No: (011) 332 9000
 : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 or Physical Address: Regional Office –Gauteng ; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg
- POST 48/80** : **ESTATE CONTROLLER EC1: REF NO: 18/204/MAS**
- SALARY** : R186 828 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Master of the High Court: Bisho
 : An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.
- DUTIES** : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorship's, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.
- ENQUIRIES APPLICATIONS** : Mr. M. Lehong Tel No: (012) 315 1264
 : 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 48/81 : **MAINTENANCE OFFICER (MR-1 – MR-3) REF NO: NR: 30/18/NC**

SALARY : R186 828 – R276 780 per annum. (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate Office Springbok, Reference (Will Namaqau Magistrial District)
 : LLB Or an appropriate four year recognized legal qualification; Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Understanding of the provisions of the Maintenance Act and other relevant legislation concerning the enforcement of court orders, and the recover of arrear maintenance; Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver's license; Skills And Competencies; Computer literacy (MS Office); Excellent Communication skills (written and verbal); Numeric skills; Communications skills; Facilitation and mediation skills; Supervisory skills; Litigation skills; Interpretation skills; Dispute resolution; Case flow management; Research skills.

DUTIES : Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; obtain financial information for the purposes 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.

ENQUIRIES APPLICATIONS : Mr J Tope Tel No: (053) 802 1300
 : 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.