ANNEXURE E

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

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 12/07

SENIOR FAMILY ADVOCATE LP 9 REF NO: 19/29/KZN

Re-Advertisement

SALARY

R934 428 – R1 396 812 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 Family Advocate - Pietermaritzburg

REQUIREMENTS

An LLB Degree or 4 year recognized qualification; At least eight 8 years appropriate post qualification litigation experience; Admitted as an Advocate of the High Court; Proven track record of managerial experience will be an added advantage; A valid driver’s license. Skills and Competencies: Good communication, both verbal and writing; Operations Management; Research, investigation, monitoring, evaluation and report writing skills with attention to detail. Analytical thinking; Dispute and Conflict Resolution Skills; Information Management.

DUTIES

Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Senior Family Advocate Head of Office in accordance with relevant legislation and departmental delegations; Ensure effective and Efficient institutional performance of the relevant Office of the Family Advocate; Manage and ensure effective and efficient service delivery at the various service points within the respective jurisdiction Head of Office), Performance Management, conduct advanced enquiries, training, mentoring and coaching of all occupational classes in the Office; Ensure compliance with policies and procedures by all staff members; Identification and implementation of Risk Management Plan; Reporting to the Principal Family Advocate.

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
POST 12/08  :  **DEPUTY DIRECTOR: QUALITY ASSURANCE (X 2 POSTS)**

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

**CENTRE**  :  Regional office, Durban Ref No: 19/30KZN (X1 Post)
Kimberley Ref No: 18/19/NC (X1 Post)

**REQUIREMENTS**  :  A Bachelor Degree or 3 year National Diploma in Public Administration; Three 3 years management experience of which 3 years’ experience in office and district administration; A valid driver’s license; Knowledge of Public Service Regulations, and PFMA. Knowledge of departmental finance instructions, prescripts and delegations. Knowledge and experience in office and court administration will be added as advantage. Skills and Competencies: Computer literacy MS Office Excel; Presentations; Excellent communication skills written and verbal; Strong leadership skills; Strategic capabilities; Report writing.

**DUTIES**  :  Key Performance Areas: Exercise quality assurance services over administrative duties related to all resources i.e Finance, Human Resources, Procurement and Court operations; Co-ordinate strategic and business planning processes as well as the facilities, physical resources, information and communication related to courts; Manage assessment of physical resources; compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Manage misconduct and maladministration investigations; Provide effective people management.

**ENQUIRIES**  :  Mr J.N. Mdaka ☎ 031 372 3000
Ms D. Kistoo ☎ 053 802 1300

**APPLICATIONS**  :  Durban: 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
Kimberley: 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**  :  Separate application must be made for each center quoting relevant reference number

POST 12/09  :  **DEPUTY DIRECTOR: FINANCE (X2 POSTS)**

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

**CENTRE**  :  Kimberley Ref No: 04/19/NC (X1 Post)
East London Ref No: 22/19EC (X1 Post)

**REQUIREMENTS**  :  An appropriate recognized three year B degree NQF level 6 in an Accounting, Finance, or Auditing related field, or equivalent qualification with Accounting as Major; A minimum of 5 years relevant financial experience of which at least 3 years must be as an Assistant Director in a financial field; PLUS the following key competencies: working knowledge and experience on BAS and PERSAL, Advanced knowledge of the PFMA and Treasury regulations, A valid driver’s licence. Skills and Competencies: Proven managerial, pro-active problem solving, verbal and written communication, supervisory skills; accuracy and attention to detail; advanced computer literacy MS Office, the ability to work under pressure and meet deadlines.

**DUTIES**  :  Key Performance Areas: Oversee and manage the following: Financial Accounting, Management Accounting, Financial: Statement Reporting, Payroll Management, Cash Management, Debts Management, Compliance: monitoring, and Audit facilitation functions in the Department; Provide a support service to the Regional: Head and all other managers in the Northern Cape region in the execution of their functions in terms of the Public Financial Management Act of 1999 and Treasury Regulations; Establish and maintain appropriate systems and internal control measures to ensure effective and efficient risk management, internal control, financial compliance, and resource management; Formulate creative and innovative solutions to enhance cost effectiveness and efficiency in output measures; Responsible for training and development of staff employed in
the financial expenditure management section; Assist the Regional Head in the prevention of unauthorized, irregular, and fruitless expenditure, any additional ad-hoc functions assigned.

ENQUIRIES: Kimberley: Ms. Ronel de Klerk ☎ 053 802 1346
East London: Mr. Z Madlingozi ☎ 043 702 7000

APPLICATIONS: Northern Cape: 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.

East London: Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X9065, East London, 5200.

NOTE: Separate application must be made for each center quoting relevant reference number.

POST 12/10: SENIOR ASSISTANT STATE ATTORNEY, LP5-LP6 REF NO: 19/29/SA

SALARY: R482 907 – R1 133 979 Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE: State Attorney: Kimberley

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal litigation experience; The right of appearance in the High Court of South Africa will be an added advantage; Admission as a conveyancer will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Case flow management; Computer literacy; Communication skills written and verbal with ability to moderate and lead people; Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.

DUTIES: Guide and train Candidate State Attorneys; Handle litigation and appeals in the following Courts: Magistrates, High, Labour Courts, CCMA, Supreme Court of Appeal, Constitutional Court, Land Claims, Tax and Tax Tribunals; Draft and/or settle all types of contract on behalf of various clients departments; Render legal opinions and advices; Deal with all forms of arbitration, including inter-departmental arbitrations; Render conveyancing and notarial services.

ENQUIRIES: Mr. E. Seerane ☎ 012 315 1780
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. A current certificate of good standing from the relevant Law Society must accompany the application.

POST 12/11: COURT MANAGER (X2 POSTS)

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

CENTRE: Magistrate Office: Krugersdorp Ref No: 2019/10/GP (X1 Post)
Magistrate Office De Aar Ref No: 17/19/NC (X1 Post)

REQUIREMENTS: Three 3 year qualification in Administration NQF level 6 and / or National Diploma in Services Management NQF level 5 plus the module on Case Flow Management or equivalent qualification; At least 3 year’s managerial or supervisory experience; Knowledge of an experience in office and district administration; Knowledge of Public Financial Management Act PFMA; Experience in managing Trust Third Party Funds and Vote Account; A valid driver’s license; Experience in the Court environment will be an added advantage; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication written and verbal; Computer literacy.

DUTIES: Key Performance Areas: 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
Johannesburg: Ms. R R. Moabelo 011 332 9000
Kimberley: Ms. D. Kistoo 053 8021300

APPLICATIONS
Gauteng: Private Bag X6, Johannesburg, 2000, 7th Floor Schreiner Chambers, Corner Pritchard and Krus Street, Johannesburg
Kimberley: 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
Separate application must be made for each center quoting relevant reference number.

POST 12/12
OFFICE MANAGER REF NO: 19/26/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: Kimberley

REQUIREMENTS
Bachelor's Degree/National Diploma in Office Administration or equivalent qualification; At least 3 years’ experience in Administration environment; Knowledge of finance, 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 decision making; 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; Provide required office administrative expertise; 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 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. People with disabilities are encouraged to apply.

NOTE
Separate application must be made for each center quoting relevant reference number.

POST 12/13
IT CO-ORDINATOR REF NO: 19/31/KZN

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

CENTRE
Magistrate Court, Empangeni

REQUIREMENTS
Tertiary qualification: IT Diploma / Degree (NQF 6 coupled with minimum of 3 years relevant IT experience with training/project management modules; 2 years’ experience in rendering an IT related LAN Support service; Experience in network administration, help – desk first line support; Knowledge of government prescripts, regulations and laws; Knowledge of the development of user training manuals, guidelines and procedures and drafting of budget; Evaluation of End – User training; Knowledge of IT in Public Sector; Project Management, Change Management and LAN Support; One year experience in End User training; One year experience in Project Management; One year experience in systems management; A driver’s license Minimum Code 8; Skills and Competencies: Communication writing verbal, written and oral skills; Excellent writing skills; Training skills; Computer skills MSWord, PowerPoint, Outlook and Internet, etc; Problem solving and Analysis; Change Management; Presentation skills; Project
Management; Ability to offer lessons and practical training; Interpersonal relations; Planning and organizing; Ability to operate presentation equipment; Customer service orientation; Ability to work independently, under pressure and meet deadlines; Understanding of confidentiality in government; Diversity Management; Extensive travelling.

**DUTIES**

Key Performance Areas: Provide/conduct functional training on Business System Applications; Provide application first line support and liaison with the end – user on LAN Support; Liaise with contracted service providers at the regions; Conduct infrastructural assessment Applications Support and coordinate all the related activities within the region; Manage project for the rollout of Business systems and training; Provide end-user assistance with IT solutions and systems in the regions; Compile provincial reports on the IT system usage and Project Status reports.

**ENQUIRIES**

Mr. J.N. Mdaka Tel: 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 12/14**

**ASSISTANT DIRECTOR REF NO: 19/40/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: Bloemfontein

**REQUIREMENTS**

3 year Bachelor’s Degree/ National Diploma or equivalent qualification in Finance/ Accounting; 3 years relevant experience in Finance environment; Knowledge of Public Finance Management Act PFMA, Treasury Regulations, Departmental Financial Instructions DFI, Public Service Act and other relevant legislation; Knowledge/ experience in recognized Accounting software will be an added advantage. Skills and Competencies: Computer literacy MS Word, Excel, Power Point and Outlook; Communication skills verbal and written; Interpersonal relations; Creative thinking; People Management; Technical proficiency; Analytical skills; Planning and organizing.

**DUTIES**

Key Performance Areas: Oversee verification of applications received and ensure daily payments; Administer and manage guardian’s Fund and compile reconciliation statements; Prepare report on fraud cases, interest losses, monitor the guardians funds cash flows; Provide effective people management.

**ENQUIRIES**

Mr. C. Msiza Tel No: 012 315 4754

**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 Building, Pretoria, 0001.

**NOTE**

People with disabilities are encouraged to apply.

**POST 12/15**

**ASSISTANT STATE ATTORNEY: LP3-LP4 (X3 POSTS)**

**SALARY**

R283 854 – R805 179. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

**CENTRE**

State Attorney: Polokwane Ref No: 19/31/SA (X1 Post)

State Attorney: Mahikeng Ref No: 19/34/SA (X2 Posts)

**REQUIREMENTS**

An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa; 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**

Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate’s Court, High Labour, CCMA, Supreme Court of Appeal, Constitutional Courts, Land Claims, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and/or settle all types of contracts on behalf of the various client departments; Preside over all forms of arbitration, including inter-departmental arbitrations; Furnish legal advice and opinions; Guide and train support staff; Draft, prepare and register conveyancing documents.
ENQUIRIES: Ms. K. Ngomani 012 357 8661
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: 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 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. Conveyancing will be an added advantage only in State Attorney: Polokwane.

POST 12/16:
SOCIAL WORKER SUPERVISOR REF NO: 05/19/NC

SALARY: R257 256 - R298 230 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 which allows for professional registration with the SACCSP; A minimum of 7 years appropriate experience in Social Work after registration as Social Worker with the SACCSP; A minimum of 5 years proven Social Work Supervisory Experience; Knowledge and experience in Mediation; Court experience in Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce matters Act, Maintenance Act and Domestic Violence Act, Children’s Act inclusive of Hague Convention on International Child Abduction; A valid driver's license. Skills and Competencies: Supervisory skills; 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.

DUTIES: Key Performance Areas: Assist in the supervision of the work of Family Counsellors; 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.

ENQUIRIES: Ms. P. Molokwane 053-8331069
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 12/17:
LEGAL ADMINISTRATION OFFICER: RESEARCH MR3 – MR5 REF NO: 19/27/CLO

SALARY: R245 694 – R867 399 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria
REQUIREMENTS: An LLB Degree or a 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Sound knowledge of the South African Legal system, including Constitutional Law as well as the application of International Law; Knowledge of Multi Departmental Research; A valid driver's license. Skills and Competencies: Computer literacy MS Office; Excellent communication skills written and verbal; Research skills; Legal interpretation; Legal drafting skills; Investigation; People management; Project Management.

DUTIES: Key Performance Areas: Conduct legal research, analyze, advise and make recommendations; Develop legal theories around the identified focal points; Draft legal reports and present them to the relevant stakeholders; Assist the Chief Director: Research with coordination within the Branch at a lower level.

ENQUIRIES: Ms. K Ngomani 012 357 8661
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 Street, Pretoria

NOTE: People with disabilities are encouraged to apply

POST 12/18: ASSISTANT MASTER MR3- MR5 REF NO: 19/23/MAS

SALARY: R242 064 – R867 399 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE: Master of the High Court: Grahamstown

REQUIREMENTS: LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Masters of the High Court; A valid driver’s license. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.

DUTIES: Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Ensure that departmental policy, procedures and legislations are implemented; Manage the operations regarding the Guardian’s Funds and resources in the office; Ensure continuous quality improvement of processes and policies.

ENQUIRIES: Mr. C. Msiza Tel No: 012 315 4754

APPLICATIONS: Quoting the relevant reference number, direct your application to: 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 12/19: MAINTENANCE OFFICER MR1 – MR4 REF NO: 19/VA12/NW

SALARY: R186 828 - R332 823 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE: Taung Magistrate Court

REQUIREMENTS: LLB Degree or recognised 4 year legal qualification: Extensive knowledge of the maintenance system and family law matters: Proficiency in the following languages; Setswana, English and Afrikaans. IsiXhosa will be an added advantage: Knowledge of Maintenance Act 99/1998: Understanding of all services and procedure in the area of Maintenance and other areas; A valid driver’s licence. Skills and Competencies: Excellent communication skills verbal and written; Computer literacy MS Office; Numeracy Skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment.

DUTIES: Key Performance Areas: 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: 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, Mafikeng.
<table>
<thead>
<tr>
<th><strong>POST 12/20</strong></th>
<th><strong>ESTATE CONTROLLER EC1- EC4 REF NO: 19/35/MAS</strong></th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R186 828 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.</td>
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<td><strong>CENTRE</strong></td>
<td>Master of the High Court: Port Elizabeth</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>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.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>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 functions of the office.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr. M. Lehong ☎ 012 315 1264</td>
</tr>
<tr>
<td><strong>APPLICATIONS</strong></td>
<td>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.</td>
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