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 : 02 December 2019
NOTE : 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. 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 driver’s 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 41/32 : DIRECTOR: MONITORING AND EVALUATION REF NO: 19/151/DG

SALARY : R1 057 326 – R1 245 495 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; At least 3 years in Strategic Planning or Monitoring Evaluation; Knowledge of the regulatory framework of the Public Service, the Public Finance Management Act, the Public Regulations, National Treasury Regulations and other relevant prescripts; A valid driver’s license. Skills and Competencies: Strategic capability and leadership skills; Programme and project management; Communication skills (verbal and written); Financial management; Numeric and analytical skills; Presentation and facilitation skills; Computer literacy; Diversity management.
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 bodies; Monitor and facilitate reporting on Departmental programmes and activities against government’s Programme of Action (POA); Monitor and facilitate reporting on departmental programmes; Manage the evaluations of programmes and projects; Provide effective people management.
ENQUIRIES : Ms D 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 Building, Pretoria, 0001.
NOTE : People with disabilities are encouraged to apply

POST 41/33 : SENIOR AUDIT MANAGER: INTERNAL AUDIT REF NO: 19/152/IA

SALARY : R1 057 326 – R1 245 495 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 recognised by SAQA with majors in Financial Accounting and Internal Auditing/ Auditing; 8 years’
experience in Internal Auditing environment; 5 years must be at middle/senior
management level; Membership of the Institute of Internal Auditors or a
recognized relevant auditing profession; A valid driver’s license. The following
will serve as added advantage: A Certified Internal Auditor (CIA) or a
recognized professional qualification; A formal qualification. Skills and
Competencies: Strategic capability and leadership; Programme and project
management skills; Financial management; Diversity management;
Knowledge management; Communication skills; Planning and organizing;
Computer literacy; Communication (written and verbal) skills.

DUTIES: Key Performance Areas: Coordinate and provide inputs in the development of
Internal Audit Strategy and annual audit plans; Manage Cluster audits and
projects; Coordinate work of internal audit with other assurance providers;
Facilitate the promotion and awareness of Internal Audit services in the Cluster;
Provide effective people management.

ENQUIRIES: Ms D Modibane Tel No: (012) 357 1351
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.

OTHER POSTS

POST 41/34: STATE LAW ADVISER LP7- LP8 REF NO: 19/155/SLA

SALARY: R763 212 – R1 266 156 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

REQUIREMENTS: LLB or 4 year recognized legal qualification; At least 5 years appropriate post
qualification litigation/advisory experience; Admission as an Advocate or
Attorney; Experience in Constitutional Law and Administrative Law will be an
added advantage. Skills And Competencies: Legal research and legislative
drafting; Advocacy; Problem solving and decision making skills; Litigation skills;
Good communication skills (written and verbal); Computer literacy; Planning
and organizing skills; Analytical and report writing skills.

DUTIES: Key Performance Areas: Scrutinize and certify Draft Bills of all National
Departments with regard to their constitutionality, draft form and style; Appear
before committees on both houses of parliament; Write legal opinions for all
departments of state in the national, provincial and local sphere of government
and other organs of state; Scrutinize draft international agreements and
subordinate legislation; Mediate a dispute by identifying issues, developing
options, considering alternatives and advising on the process of mediation;
Draft legal documents and advise on the drafting of legal documents that
provide clear motivation/ justification; Perform other administrative duties.

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. 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 41/35: SENIOR ASSISTANT STATE ATTORNEY, LP5-LP6 REF NO: 19/150/SA

SALARY: R510 432 – R1 192 947 per annum (Salary will be in accordance with OSD
determination). The successful candidate will be required to sign a
performance agreement

CENTRE: State Attorney: Pretoria

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At
least 4 years appropriate post qualification legal/litigation experience; A
thorough knowledge of legal practice, office management, accounting systems
and trust accounts; The right of appearance in the High Court of South Africa;
Knowledge of the government prescripts and transformation objective as well
as the Constitution of South Africa; Conveyancing experience; A valid driver’s
licence. Skills And Competencies: Computer literacy; Legal research and
DUTIES: Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection training to other professional staff; Provide supervision and training to other professional staff.

ENQUIRIES APPLICATIONS: Ms. KC. Ngomani Tel No: (012) 357 8661

NOTE: People with disabilities are encouraged to apply, A current certificate of good standing from the relevant Law Society must accompany the application.

POST 41/36: OFFICE MANAGER REF NO: 19/153/MAS

SALARY: R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: Master of the High Court: Pietermaritzburg

APPLICATIONS: Bachelor’s Degree/National Diploma in Office Administration (NQF6) or equivalent qualification; Minimum of 3 years’ experience in administration environment; 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.

ENQUIRIES APPLICATIONS: Mr. S. Maeko Tel No: (012) 315 1996

NOTE: People with disabilities are encouraged to apply.

POST 41/37: ADMINISTRATIVE OFFICER REF NO: 19/88/ FS

SALARY: R316 791 – 373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS: Office of Family Advocate, Welkom

APPLICATIONS: Applicable B Degree/National Diploma in Public Administration; Three (3) years Administrative experience; Knowledge of Financial Management; Knowledge of Human Resource Management; Knowledge of DFI, BAS, JYP and other applicable legislation; Knowledge of Asset and Facility Management; Knowledge of Security and Risk Management; A valid driver’s license. Skill and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office). Customer orientated. Good interpersonal skills; Problem solving skills; Proven Managerial and Leadership skills.

ENQUIRIES: Ms. NM Dywili Tel No: (051) 407 1800
APPLICATIONS : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300. OR Physical Address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

POST 41/38 : COURT INTERMEDIARY REF NO: 19/89/FS

SALARY : R316 791–373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Magistrate’s Offices: Welkom

REQUIREMENTS : Medical Practitioners who specialty of paediatrics or Psychiatry who are registered in terms of section 17 of the Health Professions Act, 1974 (Act 56 of 1974), or, Clinical, counselling or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974 (Act nr 56 of 1974); Family Counsellors who are appointed under section 3(1) of the Mediation in Certain Divorce Matters Act, 1987, and who are or were Clinical, Counselling or Educational Psychologist who registered in terms of section 17 of the Health Professional Act, 1974 (Act Nr. 56 of 1974); or Social Workers who are registered in terms of section 17 of the Social Service Act, 1978 (Act Nr.110 of 1978) who at least 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 (a) have obtained a minimum post Matriculation teacher’s education qualification of three years at a recognized tertiary education institution and (b) 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 teachers, who comply with paragraph (a) and (b); Child and Youth care workers who have obtained a minimum post Matriculation education qualification of three years at a recognized tertiary education institution in child and youth care and have at least three years’ experience in child and youth care; Knowledge of legislation and regulations pertaining to public service and administration; Knowledge of legal term and terminology, and understanding Human Rights; Knowledge of Children’s and mentally disabled communication patterns and styles. Languages proficiencies: Applicants must please indicate their language proficiency level in English, Afrikaans, Sesotho, IsiXhosa and any other indigenous language. (Complete section D of Z83) language proficiency testing will be conducted during the interviews; A valid driver’s licence and willing to travel extensively within the province and beyond. Skills and Competencies: Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses); Trauma and basic counseling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

DUTIES : Key performance Areas: Provide intermediary services for vulnerable witnesses, where an application is granted in court; Provide specialized child language and disability services; Maintain Intermediary room; Provide support services to witnesses and make appropriate referrals; Render administration support service in courts; Compile and submit registers, statistics and reports.

ENQUIRIES APPLICATIONS : Ms. NM Dywili Tel No: (051) 407 1800

POST 41/39 : ASSISTANT STATE ATTORNEY, LP3-LP4 (X2 POSTS)

SALARY : R301 452 – R847 047 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Durban Ref No: 19/156/SA (X1 Post)

East London Ref No: 19/160/SA (X1 Post)

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; Conveyancing experience will be an added advantage; A valid driver’s licence. 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: Represent the State in Litigation and Appeal in the High Court, Magistrates Court, Labour Court, Land Claims, CCMA, Tax and Tax Tribunals; Furnish legal advice and opinion; Give effect to the Department’s strategic plans, policies and prescripts; Maintain all records of work performed and provide statistics required; Draft and/or settle all types of agreements on behalf of the various clients; Deal with all forms of arbitration, including inter-departmental arbitrations; Attend to conveyancing and related matters on behalf of the State; Guide and train Candidate State Attorneys; Attend to Liquidation and insolvency queries, register trusts and companies.

ENQUIRIES: Durban: Mr. M. Kooko Tel No: (012) 315 1164 and East London: Mrs. K. Ngomani Tel No: (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 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 Note: Separate applications must be made quoting the relevant reference.

POST 41/40: SENIOR COURT INTERPRETER REF NO: 24/18/NC
Re-Advertisement

SALARY: R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrates Office Springbok

REQUIREMENTS: Grade 12/NQF Level 4/Grade 12. National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with three (3) years’ practical experience as a Court Interpreter; OR Grade 12 with ten (10) years practical experience as a court interpreter. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Drivers’ license will be an added advantage Language Requirements: isiXhosa, Setswana, English, Afrikaans are compulsory. Sesotho or isiZulu or proficiency in any official language will be an added advantage; Skills and Competencies: Excellent communication, Listening, Inter-personal relations; Problem solving; planning and organizing and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure.

DUTIES: Key Performance Areas: To interpret in court of Law (Civil and Criminal matters: To interpret in small claims courts; Interpret in pre-trail proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings and , pre-trail, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance agreements and give feed back to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties assigned to him / her from time to time and to assist with the necessary Administrative duties.

ENQUIRIES: Ms C Mashibini Tel No: (053) 802 1300

APPLICATIONS: If applying for more than one post, please state the name of the office and reference number as well as order of preference. A separate application must be submitted for each post. 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: Officials already on salary levels as per advertisement must please note that if successful the appointment /transfer will be at own cost. Note: candidates who previously applied are encouraged to re-apply

POST 41/41: SENIOR COURT INTERPRETER REF NO: 2019/72/MP

SALARY: R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Piet Retief Magistrate Office
**REQUIREMENTS**: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three years practical experience in court interpreting; OR Grade 12 with ten years practical experience in court interpreting; Proficiency in two or more indigenous languages; Proficiency in English; Valid Driver’s license; Language requirements: Afrikaans; isiZulu; English. Skills and Competencies: Communication skills, Listening skills, Interpersonal skills, Time management, Computer literacy, Analytical Thinking, Problem Solving, Planning and organizing, Confidentiality, Ability to work under pressure.

**DUTIES**: Key Performance Areas: Render Interpreting services; Translate legal documents 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 SP Shabangu Tel No: (013) 753 9300 Ext.244

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.

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**POST 41/42**: SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-4 REF NO: 49/19/NC

**SALARY**: R198 411 – R351 795 per annum (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**: Family Advocate: Kimberley

**REQUIREMENTS**: Bachelor’s Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP (SA Council for Social Service Professions); A minimum of 0–30 years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver’s license. Skills And Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution and evaluation; Extensive 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 of family counselors in the office to the Head of Office.

**ENQUIRIES**: Mr M Sikhweza Tel No: (053) 8331062

**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 Physical address: New Public Building (Magistrate’s Court), c/o Knight and Stead Street, 7th Floor, Kimberley, 8301. E-mail or faxed applications will not be considered.

**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 initial and current registration with SACCSSP.

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**POST 41/43**: SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-3 REF NO: 2019/71/MP (X2 POSTS)

**SALARY**: R198 411 – R293 940 per annum (Salary will be determined according to OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE**: Office of the Family Advocate: Nelspruit

**REQUIREMENTS**: Bachelor Degree in Social Worker or equivalent equalization which allows for professional registration with the SACCSSP (SA Council for Social Service Professions); A minimum of 0 - 20 years appropriate experience in Social Work
after registration as Social Worker with the SACSSP. Knowledge and experience in Mediation, court experience in rendering expert evidence, Knowledge and application of Family Law including Mediation in certain Divorce Matter Act, Children’s Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction) A valid driver’s license. Skills And Competencies: Communication (written and verbal) skills, Computer literacy (MS Word), Mediation, Interviewing, conflict resolution, evaluation and reporting writing skills, Diversity and conflict management and attention to details.

DUTIES:
Key Performance Areas: Conduct inquiries to ascertain the best interest of the minor children involved by means of mediation and/or evaluation as per relevant legislation, Evaluate information and compile forensic court reports, Act as expert witness for the Family Advocate in Court, ensure proper case flow administration, Travel to township and rural arrears to conduct enquires and interview parties and source references in Family Law disputes.

ENQUIRIES:
Mr LT Mndebele Tel No: (013) 7539300

APPLICATIONS:
Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200 Or Physical Address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200

POST 41/44:
MAINTENANCE OFFICER MR1-MR5 (X2 POSTS)

SALARY:
R198 411 – R502 893 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 Ermelo Ref No: 2019/67/MP
Mkobola Magistrate Office Ref No: 2019/68/MP

REQUIREMENTS:
LLB degree or recognized 4 year legal qualification. Skills 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; Language skills (oral & written); Motivational skills, Loyalty, honesty, ability to work under pressure etc, Communication skills: Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

DUTIES:
Key Performance Areas: Conduct preliminary interviews: Conduct informal maintenance enquires; Conduct formal maintenance enquires: Render administrative support.

ENQUIRIES:
Ms. NC Maseko (013) 753 9300 Ext.224

APPLICATIONS:
Quoting the relevant reference number, direct your application to: Postal address: The Regional Head, Department of Justice & Constitutional Development, Private Bag x11249, Nelspruit 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit 1200.

POST 41/45:
ESTATE CONTROLLER EC1 REF NO: 19/159/MAS (X2 POSTS)

SALARY:
R198 411 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:
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, Curatorships, Trusts and all aspects related to the administration thereof; Determine and asses estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.

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 Street, Pretoria.

NOTE:
People with disabilities are encouraged to apply.