

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 : 30 March 2020
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.

OTHER POSTS

POST 10/24 : **SENIOR FAMILY ADVOCATE LP 9 REF NO: 44/2020/FA/WC**

SALARY : R983 019 – R1 536 567 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, Worcester

REQUIREMENTS : An LLB Degree or recognised four (4) year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate or Attorney of High Court; The right of appearance in the High Court of South Africa; A valid driver's licence. Skills and Competencies: Good communication skills (both verbally and writing); Operations Management; Research, investigation, monitoring, evaluation and report writing skills with attention to detail; Analytic 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; Continuous improvement in the organisational performance of the office and its satellites; Management of performance information; Manage and ensure effective and efficient service delivery at the various service points within the respective jurisdiction (Head of Office), Performance Management, conduct complex enquiries, training, mentoring and coaching of all occupational classes in the Office; Perform all functions of the implementation of Risk Management Plan; Ensure audit compliance; Reporting to the Principal Family Advocate.

ENQUIRIES : Advocate S Ebrahim Tel No: (021) 426 1216

APPLICATIONS : Quoting the relevant reference number, direct your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 08 Riebeeck Street, Norton Rose House, 5th Floor, Cape Town.

FOR ATTENTION : Mr Y Samsodien

NOTE : Applicants are required to attach service certificates to determine salary in accordance to experience. People with disability are encouraged to apply.

<u>POST 10/25</u>	:	<u>AUDIT MANAGER REF NO: 20/29/IA</u>
<u>SALARY</u>	:	R733 257 – R863 748 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office: Durban
<u>REQUIREMENTS</u>	:	An appropriate 3 year B Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; 5 years' experience in Auditing/Internal Auditing of which 2 years should be at management level; Knowledge of the Public Finance Management Act and IIA standards; Knowledge of government policies; Be a member of the institute of internal Auditors or a relevant professional body; A valid driver's license. The following will serve as an added advantages: Certified Internal Auditor (CIA) designation; Skills and Competencies: Leadership management; Programme and project management; Communication skills (written and verbal); People management and empowerment; Computer literacy; Planning and organizing skills; Problem solving; Decision making skills.
<u>DUTIES</u>	:	Key Performance Areas: Develop Internal Audit three year rolling plan and annual audit plans; Plan, execute and report on complex and high level audit assignments; Lead and manage audit teams to ensure that audit projects are executed in accordance with the prescribed standards and performance targets; Manage Internal Audit resources to ensure that they are used economically, efficiently and effectively; Provide effective Stakeholder management and co-ordination.
<u>ENQUIRIES</u>	:	Mr S. Kgafela Tel No: (012) 315 1042
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The 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>POST 10/26</u>	:	<u>COURT MANAGER (X14 POSTS)</u>
<u>SALARY</u>	:	R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Namakgale Magistrate's Office Ref No: 20/20/LMP (Re Advert: Candidates who previously applied are encouraged to re-apply) Bethlehem Magistrate's Office: Ref No: 20/10/FS Mashishing Magistrate's Office: Ref No: 2020/11/MP Eerstehoek Magistrate's Office: Ref No: 2020/13/MP Somerset East Magistrate's Office: Ref No: 4/20EC Grahamstown Magistrate's Office: Ref No 23/20EC Cofimvaba Magistrate's Office: Ref No 24/20EC Kagiso Magistrate's Office: Ref No: 2020/13/GP Wolmaransstad Magistrate's Office: Ref No: 20/VA08/NW George Magistrate's Office: Ref No: 03/2020/WC Mosselbay Magistrate's Office: Ref No: 05/2020/WC Simonstown Magistrate's Office Ref No: 06/2020/WC Magistrate's Office: Thaba Nchu Ref No: 20/14 /FS
<u>REQUIREMENTS</u>	:	A three (3) year qualification in Administration or a National Diploma Service Management (NQF Level 5) plus the module in Case Flow Management or equivalent qualification; At least three (3) years managerial or supervisory experience; Knowledge and 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 capacities; Good communication (verbal and written); Ability to supervise staff; Computer literacy.

<u>DUTIES</u>	:	Key Performance Areas: Coordinate and manage the financial, human resources of the office; as well as risk and security in court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Management of Security; Compile and analyze court statistics to show performance and trends; Support Case Flow Management at the court; Develop and implement customer service improvements strategies; Lead and Manage the transformation of the office; Manage the project intended to improve court management;; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users.
<u>ENQUIRIES</u>	:	Limpopo: Ms MP Mongalo Tel No: (015) 287 2037 or Ms MR Phalane (015) 287 2036 Free State: Ms. N Dywili Tel No: (051) 407 1800. Mpumalanga: Mr. SP Shabangu Tel No: (013) 753 9300/244 Eastern Cape: Mrs De Kock Tel No: (043) 702 7000 Gauteng: Ms RR Moabelo Tel No: (011) 332 9000 Mahikeng: Ms. L Shoai Tel No: (018) 397 7054. Cape Town: Ms P Barnes Tel No: (021) 469 4000
<u>APPLICATIONS</u>	:	Limpopo: 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. Free State: Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300. OR Physical address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301 Mpumalanga: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor elspruit. Eastern Cape: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200. Gauteng: Private Bag X6, Johannesburg, 2000 7th Floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg Mahikeng: 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 Capte Town: Please forward your application to: Regional Head: Private Bag X 9171cape Town 8000 or physical address: 08 Norton Rose House, 5 th Floor Riebeeck Street, Cape Town.
<u>FOR ATTENTION NOTE</u>	:	Mr M Ketelo
<u>POST 10/27</u>	:	<u>ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT (NORTHERN CAPE) REF NO: 09/20/NC</u>
<u>SALARY</u>	:	R376 596 – R454 920 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Northern Cape
<u>REQUIREMENTS</u>	:	B Degree or National Diploma Security Management/Risk Management (NQF level 6) 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; A valid driver's licence; 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. 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
<u>DUTIES</u>	:	Key Performance Areas 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.
<u>ENQUIRIES</u>	:	Mr. T Hurst Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 th floor, Kimberley, 8301. Email or faxed applications will not be considered.
<u>POST 10/28</u>	:	<u>ASSISTANT DIRECTOR: LEASES AND DISPOSAL REF NO: 20/16/CFO</u>
<u>SALARY</u>	:	R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree or National Diploma in Commerce, Accounting, Supply Chain Management or equivalent qualification (NQF6); 3 years related financial/ assets experience at supervisory level; Knowledge of PFMA, Treasury Regulations, Accounting Systems, Asset Management system and relevant prescripts; Knowledge and understanding of Supply Chain Management framework; Skills and Competencies: Computer literacy (MS Office); Research and analytical skills; Strong leadership with strategic capabilities; Policy development; Research, monitoring, evaluation and report writing; Accuracy and attention to detail; Communication skills (written and verbal); Presentation and facilitation skills.
<u>DUTIES</u>	:	Key Performance Areas: Implement the lease management policies, processes and procedures; Monitor and review existence and completeness of leased assets; Monitor and review the disposal of assets; Verify inputs during the preparation of the disclosure note for the leases and the disposal for interim and Annual Financial Statements; Provide effective people management.
<u>ENQUIRIES</u>	:	Ms M. Qhamakoane Tel No: (012) 357 8591
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 10/29</u>	:	<u>ADMINISTRATIVE OFFICER (X2 POSTS)</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Offices; Heidelberg: Ref No: 01/2020/WC Knysna Ref No: 02/2020/WC
<u>REQUIREMENTS</u>	:	A three (3) year Degree National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years' experience in Administration; Skills and Competencies: Planning, organising, controlling; Interpersonal relations; Problem solving and analysis; Ability

<u>DUTIES</u>	:	to operate computers; Listening skills; Team work; Communications skills; Computer skills; Customer focus and responsiveness.
	:	Key Performance Areas: Financial Operations: performing accounting and financial operational functions according to Departmental Financial Instructions and compliance with PFMA; Budgeting, planning, monitoring and control; Monitor budget (monies in trust and vote) Spending in accordance with those policies and procedures within the Justice Department; Render aid on a wide variety of matters within the occupation category context: the interpreting of statutes, maintenance, legal aid, planning actions and special projects; Render training to clerical staff with regard to official matters; General supervision of clerical staff, performance management and disciplinary matters; Handle correspondence and draft memoranda, submissions and reports; Provide case tracking service to Judiciary and Prosecuting Authority; Compile statistics to show performance and trends; Check diverse documents and work performed by co-workers for completion and correctness; Facilitate training and development of clerical personnel and any other duty that may be necessary for the smooth running of the office; Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Cerfonteyn Tel No: (044) 802 5800
	:	Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 08 Norton Rose House, 5 th Floor Riebeeck Street, Cape Town.
<u>FOR ATTENTION NOTE</u>	:	Mr Y Samsodien
	:	Separate application must be made for each relevant reference number.
<u>POST 10/30</u>	:	<u>ADMINISTRATION OFFICER REF NO: 2020/08/MP</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Balfour Magistrate's Office
	:	3 year National Diploma NQF Level 6/Degree in Office; Administration or related; 3 years' experience in district administration; A valid driver's licence; Skills and Competencies: Planning, Organizing, Controlling; Interpersonal relations; Problem solving and analysis; Ability to operate computers; Listening skills; Team work; Communication skills; Customer focus and responsiveness.
<u>DUTIES</u>	:	Key Performance Areas: Report to the Court Manager, Area Court Manager and manage staff; Play a leadership role in implementing departmental policies; Manage the facilities and communications related to the courts; Implement strategies towards value-added services; Compile and present court performance statistics; Provide case tracking services to judiciary and prosecuting authority; Manage and control the sections and staff at the Finance, Diverse and Security sections; Manage and control procurement (assets, stationery, Day – day maintenance, JYP payments, and Government Vehicles.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms KN Zwane Tel No: (013) 753 9300/249
	:	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, 4 th floor Nelspruit 1200.
<u>POST 10/31</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 20/19/FS</u>
<u>SALARY</u>	:	R316 791- R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate's Office: Sasolburg
	:	Three year Bachelor's degree /National Diploma in Public Management Administration (NQF 6) or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage; Skills and competencies: Sound

- Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.
- DUTIES** : Key Performance Areas: Co-ordinate and manage the financial and human resource of the office; Co- ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility control of the section related to Family Courts , Human Resource and Supply Chain Management of the Finance of the office (Third Party Funds and Vote Accounts); Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co- workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in general; Facilitate training and development of personnel; Management of performance in the office and performance of any other duties necessary to ensure smooth office running.
- ENQUIRIES APPLICATIONS** : Ms NM Dywili Tel No: (051) 407 1800
: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.
- POST 10/32** : **ADMINISTRATIVE OFFICER: REF NO: 20/26/SA**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: East London
: 3 year Degree/National Diploma in Office Administration or equivalent qualification (NQF level 6); 2 years' experience in office administration and finance; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; A valid driver's licence. Skills and Competencies: Computer literacy (MS Office); Sound interpersonal relations; Communication skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Problem solving and leadership skills; Ability to work in a team and under pressure.
- DUTIES** : Key Performance Areas: Perform a budget administration service on behalf of the Chief Litigation Officer; Render Human Resource services to the State Attorney office; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and logistical support; Assist with the handling of enquiries and maintain office database; 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 encouraged to apply.
- POST 10/33** : **COURT INTERMEDIARY REF NO: 42/19/NC**
Re-advertisements; candidates who previously applied are encouraged to re-apply)
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

<u>CENTRE</u>	:	Magistrate Office Galeshewe (Will serve all Courts within the Northern Cape)
<u>REQUIREMENTS</u>	:	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, counseling 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, Counseling 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.. 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.
<u>DUTIES</u>	:	Key Performance Areas: Provide intermediary services for vulnerable witnesses, where an application is granted in court; Provide specialized child language; Maintain Intermediary room; Render administration support service in courts; Provide intermediary services for vulnerable witnesses, where an application is granted in court.
<u>ENQUIRIES</u>	:	Ms Phiri Tel No: (053) 802 1300
<u>APPLICATIONS</u>	:	Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300 OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7 th floor, Kimberley, 8301. Email or faxed applications will not be considered.
<u>POST 10/34</u>	:	<u>COURT INTERMEDIARY REF NO: 20/14/KZN</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Madadeni
<u>REQUIREMENTS</u>	:	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, counseling 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, Counseling 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 terms and terminology, and understanding Human Rights; Knowledge of Children's and mentally disabled communication patterns and styles. 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 : Key Performance Areas: Provide intermediary services for vulnerable witnesses, where an application is granted in court; Provide specialized child language; Maintain Intermediary room; Render administration support service in courts; Provide intermediary services for vulnerable witnesses, where an application is granted in court.

ENQUIRIES : Ms C.S. Sikhonde Tel No: (031) 372 3000
APPLICATIONS : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.

POST 10/35 : **ADMINISTRATION OFFICER REF NO: 2020/16/MP**

SALARY : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Komatipoort Magistrate Office
REQUIREMENTS : 3 year National Diploma/NQF Level 6/Degree in Office; Administration or related; 3 years' experience in district administration; A valid driver's licence. Skills and Competencies: Planning, Organizing, Controlling; Interpersonal relations; Problem solving and analysis; Ability to operate computers; Listening skills; Team work; Communication skills; Customer focus and responsiveness.

DUTIES : Key Performance Areas: Reporting to the Court Manager, Area Court Manager and manage staff; Play a leadership role in implementing departmental policies; Manage the facilities and communications related to the courts; Implement strategies towards value-added services; Compile and present court performance statistics; Provide case tracking services to judiciary and prosecuting authority; Manage and control the sections and staff at the Finance, Diverse and Security sections; Manage and control procurement (assets, stationery, Day –day maintenance, JYP payments, and Government Vehicles.

ENQUIRIES : Ms KN Zwane Tel No: (013) 753 9300/249
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 10/36 : **ADMINISTRATION OFFICER REF NO: 2020/17/MP**

SALARY : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Accornhoek Magistrate Office
REQUIREMENTS : 3 year National Diploma/NQF Level 6/Degree in Office; Administration or related; 3 years' experience in district administration; A valid driver's licence; Skills and Competencies: Planning, Organizing, Controlling;

- Interpersonal relations; Problem solving and analysis; Ability to operate computers; Listening skills; Team work; Communication skills; Customer focus and responsiveness.
- DUTIES** : Reporting to the Court Manager ,Area Court Manager and manage staff; Play a leadership role in implementing departmental policies; Manage the facilities and communications related to the courts; Implement strategies towards value-added services; Compile and present court performance statistics; Provide case tracking services to judiciary and prosecuting authority; To manage and control the sections and staff at the Finance, Diverse and Security sections; To manage and control procurement (assets, stationery, Day –day maintenance, JYP payments, and Government Vehicles.
- ENQUIRIES APPLICATIONS** : Ms KN Zwane Tel No: (013) 753 9300/249
: 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 10/37** : **COURT INTERMEDIARY REF NO: 2020/20/MP**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eerstehoek Magistrate
: 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, counseling 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, Counseling 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.. A valid driver's license 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. isiNdebele, isiXhosa, SiSwati, North Sotho, South Sotho, English and Afrikaans). Ability to communicate in any forein language will be an added advantage.
- DUTIES** : Key Performance Areas: Provide intermediary services for vulnerable witnesses, where an application is granted in court; Provide specialized child language; Maintain Intermediary room; Render administration support service in courts; Provide intermediary services for vulnerable witnesses, where an application is granted in court.
- ENQUIRIES** : MS. NC Maseko Tel No: (013) 753 9300/224

- 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, 24 Brown Street, Nedbank Centre, Nelspruit.
- POST 10/38** : **FAMILY COUNSELLOR: REF NO: 3/20EC**
- SALARY** : R257 592 – R581 178 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of the Family Advocate, East London
Bachelor's Degree in Social Work or equivalent qualification; 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; 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 Xhosa can be an added advantage. 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.
- ENQUIRIES APPLICATIONS** : Ms. L de Kock Tel No: (043) 702 7000
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200 or hand delivered to the Regional Office, East London 3rd floor at 3 Phillip Frame Road, Waverly Park complex in Chiselhurst.
- 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.
- POST 10/39** : **SOCIAL WORKER/FAMILY COUNSELLOR GRADE 1-4 REF NO: 2020/25/GP**
Re-advert: Candidates who previously applied are encouraged to Re-Apply
- SALARY** : R257 592 – R581 178 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: Pretoria
Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; 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 Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' licence; Language proficiency in English and Afrikaans will be an added advantage. Skills and Competencies: Computer literacy; Communication (written and

<u>DUTIES</u>	:	verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail. 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P Raadt Tel No: (011) 332 9000
<u>POST 10/40</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 20/18 /FS</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>REQUIREMENTS</u>	:	NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimums of three (3) years practical experience in court interpreting OR Grade 12 with ten (10) years practical experience in court interpreter. Valid (motor vehicle) Driver's license will be an added advantage. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure. Language Proficiency: Bethlehem: English, Afrikaans, Sesotho and IsiZulu.
<u>DUTIES</u>	:	To interpret in court of Law (Civil and Criminal matters; Entering of criminal cases in the criminal record book/register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial. Interpret non-verbal gesture, dramatization and confessions. Ensure that subordinates conclude performance agreements. Review performance and give feedback to Court Interpreters. Collect, monitor interpreting register, calculate and compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor; Perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NM Dywili (051) 407 1800
<u>POST 10/41</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 20/15/KZN</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Court, Estcourt
	:	Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three year practical experience in court interpreting; OR Grade 12 and ten year's practical experience in court interpreting; Proficiency in English; Proficiency in two

		or more indigenous languages; A valid driver's license will be an added advantage; Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.
<u>ENQUIRIES</u>	:	Ms C.S. Sikhonde Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.
<u>POST 10/42</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 20/19/KZN</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate Court, Estcourt
<u>REQUIREMENTS</u>	:	Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three year practical experience in court interpreting; Or Grade 12 and ten year's practical experience in court interpreting; Proficiency in English; Proficiency in two or more indigenous languages; A valid driver's license will be an added advantage; Skills and Competencies: Communication skills, Listening skills; Interpersonal skills; Time management; Computer literacy; Analytical thinking; Problem solving; Planning and organising; Confidentiality; Ability to work under pressure and Art of interpreting.
<u>DUTIES</u>	:	Key Performance Areas: Manage and supervise interpreters; Render interpreting services; Translate legal documents and exhibits; Develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects.
<u>ENQUIRIES</u>	:	Ms C.S. Sikhonde Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban.
<u>POST 10/43</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 20/20/KZN</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Magistrate's Court, Scottburgh
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent; A minimum of 3 years' relevant experience. Skills and Competencies: Computer literacy MS Office; Good communication written and verbal; Good interpersonal relations; Able to work independently and under pressure; Attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; Compile and analyze statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users, to ensure delivery of justice; Implement departmental policies; Perform any other duties as directed by the Supervisor/Court manager or Area Court Manager.

ENQUIRIES APPLICATIONS : Ms C.S. Sikhonde Tel No: (031) 372 3000
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban.

POST 10/44 : **LEGAL ADMINISTRATION OFFICER (MR3 – MR5) REF NO: 20/43/SA**

SALARY : R257 073 – R912 504 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
: An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African Legal system, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice, Experience in providing legal support in civil matters for and against the Department; Knowledge and experience in office administration; A valid driver's license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Communication (verbal and written) skills; Interpersonal relations; Innovative and analytical thinking.

DUTIES : Key Performance Areas: Perform legal administrative duties related to civil litigation matters in the Constitutional Court, Supreme Court of Appeal, High Courts; Equality Courts and Magistrate's Courts; Advise the Minister, Director – General and Chief Litigation Officer on all litigation matters affecting the Department; Represent the Department, its functionaries during consultations and liaise with and Instruct the State Attorney with regard to civil matters; Manage and deal with Departmental losses, transport claims, debt recovery on behalf of the Department; Inform the Minister, Deputy Minister, NPA, Director – General and other role players on measures taken to deal with matters on their behalf; Draft legal papers and handle ad hoc tasks in line with instructions; Perform contract vetting functions.

ENQUIRIES APPLICATIONS : Miss 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 encouraged to apply

POST 10/45 : **MAINTENANCE OFFICER: MR1- MR5 REF NO: 20/ 13/FS**

SALARY : R198 411 - R480 921 per annum. (Salary will be in accordance with experience OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE : Odendaalsrus; (The Successful Candidate will be stationed at Welkom Magistrate Court Office)

REQUIREMENTS : An appropriate four (4) year recognized Legal qualification (B Proc or LLB degree); Extensive knowledge of the Maintenance processes and Maintenance Act (Act 99 of 1998) (as amended). Proficiency in at least two (2) official languages; A valid driver's license. Skills and Competencies: Computer literacy (MS Office), excellent communication (both verbal and written), Inter-personal relations and ability to liaise with senior officials, Problem solving, Report writing and Time management skills; Ability to analyze statistics; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act. Screening of Maintenance files. Assist clients to reach agreements in applicable instances. Administer the preparation and issuing Section 26 and emoluments attachment orders as well as court interdicts. Prepare and compile all the necessary

evidence in presentation and application of future maintenance orders. Conduct interviews with stakeholders. Obtain financial information from employers and banking institution for the purpose of maintenance enquiries. Manage Departmental assets under his or her direct control to ensure compliance with relevant prescripts. Referring cases that require investigation to the Maintenance Investigators and ensuring regular follow up on progress made. Appear in Maintenance Court proceedings under the Maintenance Act 99 of 1998.

**ENQUIRIES
APPLICATIONS**

: Ms. NM Dywili Tel No: (051) 407 1800
: Please direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.

POST 10/46

: **REGISTRAR: MR1 – MR5: REF NO: 10/20/NC**

SALARY

: R198 411 – R480 921 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 Kimberley
: LLB degree or a four year recognized legal qualification; A valid driver's license. Skills and Competencies: Knowledge of Magistrate's Court Act, Skills and Competencies; Legal research and drafting; Dispute resolution; Case Flow Management, Numerical, Office Management, Planning and organization, Communication (written & verbal); Computer literacy (MS Office); Ability to interpret acts and regulations.

DUTIES

: Key Performance Areas: Co-ordinate Case Flow Management Support Services to the Judiciary; Manage civil and criminal sections including divorce cases Issue court orders and analyse statistics; Assist the public with court procedures; Management of case records as well as the record room and deal with the files in terms of the Archives Codes/Act, Tax legal bills of costs and attend to the review which may follow from such taxation; Provide training of Court Clerks and Assistant Registrars in the lower courts.

**ENQUIRIE
APPLICATIONS**

: Ms L Mtshaulana Tel No: (053) 807 0600
: 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.