

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

<b><u>CLOSING DATE</u></b>	:	24 August 2020
<b><u>NOTE</u></b>	:	Interested applicants must submit their applications for employment to the email address specified to each post. The email <u>must include only</u> completed and signed Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , a CV with a font size of 10 and Arial theme font, copy of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary. Attachments must be limited to 10 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the Department. Original/certified copies must be produced by only shortlisted candidates during the interview date. 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. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. 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. 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. 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

<b><u>POST 19/58</u></b>	:	<b><u>DIRECTOR: JUSTICE OPERATIONS &amp; FACILITIES MANAGEMENT REF NO: 69/2020/WC</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 – R1 245 495 per annum (All inclusive remuneration). (The successful candidate will be required to sign a performance agreement).
<b><u>CENTRE</u></b>	:	Regional Office, Western Cape
<b><u>REQUIREMENTS</u></b>	:	A Bachelor Degree in Public Management/Administration, or Property Management, Real Estate, Security Management or Equivalent qualification (NQF7); At least six (6) years' experience of which five (5) years must be at middle/senior managerial level experience; Knowledge of legislation, prescripts and Framework of the Public Service; Experience in Court Management, infrastructure and Property will be an added advantage; A valid driver's license. Skills and Competencies: Strategic capabilities and leadership; Performance Management; Property and Project Management; Financial Management; Knowledge Management; Service delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Communication skills; Change Management; Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Key performance Areas: Manage justice operations and related services in the Region; Manage infrastructure, facilities and auxiliary services; Monitor risk and manage security service of all courts in the Region; Manage ICT related services; Manage, monitor justice stakeholder and customer relations; Manage effective utilization of resources in the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr R Isaacs Tel No: (021) 469 4000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: WCRcruitment@justice.gov.za
<b><u>FOR ATTENTION</u></b>	:	Mr M Ketelo
<b><u>NOTE</u></b>	:	Women and People with disabilities are encouraged to apply.

## OTHER POSTS

- POST 19/59** : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 71/2020/WC**
- SALARY** : R733 257 – R863 748 per annum (All inclusive remuneration). (The successful candidate will be required to sign a performance agreement).
- CENTRE** : Regional Office, Cape Town
- REQUIREMENTS** : A Bachelor's degree or three (3) year's National Diploma in Public Administration or equivalent qualification; Three (3) years' managerial experience in office and district administration; A valid driver's license. Skills and Competencies: Job knowledge; Acceptance of responsibility; Planning and execution; Reliability; taking Initiative; Interpersonal relationships.
- DUTIES** : Key Performance Areas: Promote efficient work performance, service delivery, Batho Pele and the basic values and principles governing public administration in the Department; Coordinate administrative assessment of all court houses; Coordinate quality assurance assessments at the sub – offices to determine whether the work is being done according to legislation and the prescripts of the Departmental code; Implement Ad hoc services; Training, mentoring and coaching; Assess physical resources, misconduct and maladministration investigations; Provide effective people management.
- ENQUIRIES** : Ms N Bekwa Tel No: (021) 469 4000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to WCRrecruitment@justice.gov.za
- POST 19/60** : **COURT MANAGER (X2 POSTS)**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court Wolmaranstad Ref No: 20/VA22/NW  
Magistrate's Office's, Kroonstad Ref No: 20/30/FS
- REQUIREMENTS** : A three (3) year qualification in Administration or a National Diploma in 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. The following will serve as strong recommendations: Knowledge of an experience in office and district administration; Knowledge of financial management and the PFMA. Skills and Competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Ability to supervise staff; Computer literacy.
- DUTIES** : 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; 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.
- ENQUIRIES** : Mahikeng: Ms. L Shoai Tel No: (018) 397 7054  
Free State: Ms. N Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Mahikeng: Quoting the relevant reference number, direct your application to: [RecruitmentNW@justice.gov.za](mailto:RecruitmentNW@justice.gov.za)  
Free State: Quoting the relevant reference number, direct your application to: [FSRecruitment@justice.gov.za](mailto:FSRecruitment@justice.gov.za) OR fax 0864003806 / 0865070071
- NOTE** : Separate applications must be made quoting the relevant email address
- POST 19/61** : **IT CO-ORDINATOR REF NO: 70/2020/WC**
- SALARY** : R376 596 – R443 601 per annum. (The successful candidate will be required to sign a performance agreement).
- CENTRE** : Regional Office: Cape Town
- REQUIREMENTS** : NQF 6 (IT Diploma/ Other related Degree); Four (4) years' experience in rendering IT related LAN Support service; Project Management with two (2)

years' experience; 1 year experience in Help – Desk first line support and Network Administrator Training with two (2) years' experience; Systems Management with one (1) year experience. Skills and Competencies: Communication (written and verbal) skills; Excellent writing skills; Training and Presentation skills; Computer literacy (MS Word, PowerPoint, Outlook and Internet, etc); Problem solving and Analysis; Change Management, Project Management and Diversity Management; Interpersonal relations; Planning and organizing; Ability to operate presentation equipment and offer lessons; Customer service orientation.

**DUTIES** : Key Performance Areas: Provide/conduct functional training on Business System Applications; Provide application first line support and liaise 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** : Ms N Bekwa Tel No: (021) 469 4000

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: WCRrecruitment@justice.gov.za

**FOR ATTENTION** : Mr M Ketelo

**POST 19/62** : **ASSISTANT DIRECTOR: THIRD PARTY FUNDS ACCOUNTING REF NO: 2020/34/GP**

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

**CENTRE** : Regional Office Gauteng

**REQUIREMENTS** : Degree or three years National Diploma in Financial Management (e.g. Accounting; Cost Accounting; Auditing; Economics etc) or equivalent qualification; Three years relevant financial experience; Knowledge and practical experience in Third Party Funds management; Knowledge and understanding of the PFMA, DFI, JAF's Act, Treasury Regulations and relevant Government regulations and policies; Knowledge of Moja Pay and JDAS operational, financial accounting as well as training experience; A valid driver's license. Skills and Competencies: Computer literacy and spreadsheet skills; Proven verbal and written communication skills; Good interpersonal relations; Ability to work under pressure and overtime if required; Presentation skills; People skills; Motivational skills; Training skills.

**DUTIES** : Key Performance Areas: Manage and ensure application of the prescribed Financial Procedures; Define and introduce financial control, procedures and methods towards achieving a NAQ status; Provide systems training as well as functional, operational, accounting and technical support to all offices within the region; Participate in cleanup projects at high risk offices; Compile financial reports, Interim and Annual Financial Statements; Manage the status of MojaPay at all courts with regards to financial transactions, General Ledger Accounts and functional support; Audit readiness, preparation and responses to audit findings.

**ENQUIRIES** : Ms P Raadt Tel No: (011) 332 9000

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: PRaadts@justice.gov.za

**POST 19/63** : **ADMINISTRATIVE OFFICER REF NO: 20/36/KZN**

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

**CENTRE** : Magistrate Court, Ekuvukeni

**REQUIREMENTS** : Three year's Bachelor's degree /National Diploma in Administration or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

- DUTIES** : Key Performance Areas: Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse 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. Act on a higher level as and when required to do so.
- ENQUIRIES APPLICATIONS** : Ms C.S. Sikhonde Tel No: (031) 372 3000  
: Quoting the relevant reference number and direct your application to: [kznrecruit@justice.gov.za](mailto:kznrecruit@justice.gov.za) or [NGoba@justice.gov.za](mailto:NGoba@justice.gov.za)
- POST 19/64** : **ADMINISTRATIVE OFFICER REF NO: 20/37/KZN**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Msinga  
: Three year's Bachelor's degree /National Diploma in Administration or relevant equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver's license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse 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. Act on a higher level as and when required to do so.
- ENQUIRIES APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000  
: Quoting the relevant reference number and direct your application to: [kznrecruit@justice.gov.za](mailto:kznrecruit@justice.gov.za) or [NGoba@justice.gov.za](mailto:NGoba@justice.gov.za)
- POST 19/65** : **ADMINISTRATION OFFICER REF NO: 55/20EC**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate, Zwelitsha with possible deployment to Dimbaza Court)  
: Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 years relevant experience in Office or Court Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; The following will serve as added advantage; At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver's licence; Supervisory experience (Attach proof); Moja pay training successful completed (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Customer orientation; Ability to interpret and apply

- policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Perform general supervision and controlling of clerical staff as head of the office; Manage finance section by complying with PFMA, DFI and other instructions issued by CFO. Manage the Performance Management System in section; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage documents and maintain records related to accounts section; Manage the facilities, physical resources, information and communication related to the courts; Facilitate training and development of subordinates and any other duties that may be necessary for the smooth running of the section; Manage and control assets and fleet control; Manage and control stationery stock and JYP; Perform any other duties that may be allocated by the Area Court Manager.
- ENQUIRIES** : Ms. Nghona Tel No: (043) 702 7000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: [ECRecruitment@justice.gov.za](mailto:ECRecruitment@justice.gov.za) or fax to email 0866359104
- POST 19/66** : **ADMINISTRATION OFFICER REF NO: 57/20EC**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office (Relief Component)
- REQUIREMENTS** : Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 years relevant experience in Office or Court Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; The following will serve as added advantage; At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver's licence; Supervisory experience (Attach proof); Moja pay training successful completed (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.
- DUTIES** : Key Performance Areas: Perform general supervision and controlling of clerical staff as head of the office; Manage finance section by complying with PFMA, DFI and other instructions issued by CFO; Manage the Performance Management System in section; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage documents and maintain records related to accounts section; Manage the facilities, physical resources, information and communication related to the courts; Facilitate training and development of subordinates and any other duties that may be necessary for the smooth running of the section; Manage and control assets and fleet control; Manage and control stationery stock and JYP; To perform any other duties that may be allocated by the Area Court Manager.
- ENQUIRIES** : Ms. Nghona Tel No: (043) 702 7000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: [ECRecruitment@justice.gov.za](mailto:ECRecruitment@justice.gov.za) or fax to email 0866359104.
- NOTE** : The successful candidate will report to the Area Manager in Zwelitsha and will be mostly be utilised in the East London, Zwelitsha, Queenstown and Lady Frere. The successful candidate will travel extensively.
- POST 19/67** : **ADMINISTRATION OFFICER REF NO: 58/20EC**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate, Court; King Williams Town
- REQUIREMENTS** : Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 years relevant experience in Office or Court Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk

Management; The following will serve as added advantage; At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver's licence; Supervisory experience (Attach proof); Moja pay training successful completed (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

**DUTIES** : Key Performance Areas: Perform general supervision and controlling of clerical staff; Manage finance section by complying with PFMA, DFI and other instructions issued by CFO; Supervise and control TPF and Vote sections; Manage the Performance Management System in section; Draft memorandums, submissions and reports; Compile statistics to indicate performance & trends; Manage and develop human resources by maintaining discipline and resolving complaints and grievances; Check and control all tasks performed by administrative staff on daily basis; Manage documents and maintain records related to accounts section; Facilitate training and development of subordinates and any other duties that may be necessary for the smooth running of the section; Manage and control assets and fleet control; Manage and control stationery stock and JYP; Perform any other duties that may be allocated by the Court Manager.

**ENQUIRIES** : Ms. Nghona Tel No: (043) 702 7000

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: [ECRecruitment@justice.gov.za](mailto:ECRecruitment@justice.gov.za) or fax to email 0866359104.

**POST 19/68** : **ADMINISTRATION OFFICER REF NO: 56/20EC**  
(Re-advertisement)

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

**CENTRE** : Magistrate Court, Butterworth

**REQUIREMENTS** : Applicable B Degree/National Diploma in Management/Administration or an equivalent relevant qualification; 3 years relevant experience in Office or Court Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; The following will serve as added advantage; At least 5 years relevant experience dealing with administration in the Magistrate Offices; A valid driver's licence; Supervisory experience (Attach proof); Moja pay training successful completed (Attach proof); Skills and competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Good interpersonal relations; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

**DUTIES** : Key Performance Areas: Supervise Civil and Small claims courts; Supervise Criminal Section; Supervising functioning of CRT clerks in courts; Supervise Maintenance Section; Supervise Domestic and Harassment Section; Supervise Children's and Child Justice Courts; Supervise Divorce and Estate; Manage and facilitate disposal of criminal and family courts documents; Ensure that all ICMS modules are updated; Checking of all court books and court files for criminal and family courts; Manage PMDS in the Section; Compile necessary statistics to indicate performance and trends; Manage and develop Human Resources by facilitating trainings, maintaining discipline and resolving complaints and grievances; Manage documents and maintain records related to accounts section; To perform any other duties that may be allocated by the Area Court Manager.

**ENQUIRIES** : Ms. Nghona Tel No: (043) 702 7000

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: [ECRecruitment@justice.gov.za](mailto:ECRecruitment@justice.gov.za) or fax to email 0866359104.

**POST 19/69** : **PRINCIPAL COURT INTERPRETER (X2 POSTS)**

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

**CENTRE** : Magistrate Court; Mdantsane Ref No: 61/20EC

Magistrate Court; Port Elizabeth Ref No: 62/20EC

**REQUIREMENTS** : NQF level 4 / Grade 12 and National Diploma in Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Five (5) years of

practical experience as court interpreting; Proficiency in English and two or more indigenous languages; A valid driver's licence. A minimum of two years supervisory experience will serve as 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.

**DUTIES** : 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; Quarterly and annual assessments of interpreters; Procure Foreign Language Interpreters and Casual Interpreters in line with the PFMA.

**ENQUIRIES** : Ms. Nghona Tel No: (043) 702 7000  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: [ECRecruitment@justice.gov.za](mailto:ECRecruitment@justice.gov.za) or fax to email 0866359104.

**POST 19/70** : **ADMINISTRATIVE OFFICER: OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 20/38/KZN**  
 (Re-advertisement)

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

**CENTRE** : Regional Office, Durban  
**REQUIREMENTS** : A Bachelor's degree or Diploma in Health and Safety and Risk Management or equivalent qualification and two years relevant experience; A certificate in Project Management/ Security Management will be an added advantage; Knowledge of OHS Act, COIDA, NEMA, strong knowledge of SHER management standards and guidelines, system orientation approach in work methodologies, sound knowledge of research methodology; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Ability to work independently and under pressure; Ability to conduct SHE risk assessment; Ability to identify hazards, environmental impacts, and risks; Report writing skills; Project Management skills; Financial management skills; Research and analytical skills, presentation skills.

**DUTIES** : Key Performance Areas: Render an effective and efficient Safety, Health, Environment Training services within the Sub-Directorate: Security Management in the Province in line with Legislation requirements, standards, policies and guidelines, to ensure the development, implementation, management, and monitoring of health and safety management system to continually improve through application of the best practices; Implement and review SHE policy standards and guidelines in relation to the legislation; Coordinate and conduct SHER awareness programmes and prepared to travel within the province; Assist in developing training modules for occupational health and safety courses; Develop and implement student assessment and reporting strategies; Implement strategies to meet learning needs of the students; Evaluate the impact of the SHER training programme for continual improvement on SHER management system; Liaise with relevant institutions for accreditation process of health and safety training courses; Facilitate and Conduct training session in the Regions and in other offices within the respective Province; Perform regular risk assessments in order to identify the gaps developing health and safety skills in the work place; Assist in compiling statistics for occupational diseases in the workplace; Participate in the investigation procedures and incident reporting of SHER related cases; Initiate special projects to enhance a safe and healthy working environment for officials in the department; Properly manage the utilization of all resources in line with PFMA and other relevant legal frame work; Incorporate the expertise of ISM to develop a network system for quick and effective method of incident reporting; Manage and keep record of important information received in line with Minimal Information Security Standard, National Archives of South Africa and OHS Act and regulations.

**ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000  
**APPLICATIONS** : Quoting the relevant reference number and direct your application to: [kznrecruit@justice.gov.za](mailto:kznrecruit@justice.gov.za) or [NGoba@justice.gov.za](mailto:NGoba@justice.gov.za)

- POST 19/71** : **HUMAN RESOURCE PRACTITIONER REF NO: 20/87/HR**
- SALARY** : R257 508 – R303 339 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria  
: A 3 years Degree or National Diploma in HRM or equivalent qualification; Minimum of 1 year experience in Human Resource Management, more specifically Service Benefits within the Public Service; Knowledge of relevant HR prescripts; Knowledge of and experience in policy development, monitoring and evaluation. Skills and Competencies: Organizing skills; Analytical and decision-making skills; Conceptualization skills; Good computer literacy (Ms Word, Excel and PowerPoint); Communication skills (verbal and advanced written); Confidentiality, tact and discretion when dealing with people; Good intuition and understanding of people's qualities; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Advise management and Departmental clients in respect of Service Benefits policy matters; Research in respect of service conditions and benchmarking with other institutions; Analyze statistics, compile report and draft correspondence (letters, memoranda, circular and reports); Monitoring leave through the provision of quarterly leave capturing report; Develop and Maintain HR database.
- ENQUIRIES APPLICATIONS** : Mr J Maluleke Tel No: (012) 315 1090  
: Quoting the relevant reference number, direct your application to: DOJ20-87-HR@justice.gov.za
- POST 19/72** : **CHIEF ADMINISTRATION CLERK REF NO: 20/40/KZN**  
(Re-advertisement)
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Court, Scottburgh  
: 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.
- DUTIES** : 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 V.T. Mlandeliso Tel No: (031) 372 3000  
: Quoting the relevant reference number and direct your application to: [kznrecruit@justice.gov.za](mailto:kznrecruit@justice.gov.za) or [NGoba@justice.gov.za](mailto:NGoba@justice.gov.za)
- POST 19/73** : **CHIEF ADMINISTRATION CLERK REF NO: 20/39/KZN**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate's Court, Durban  
: 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.
- DUTIES** : 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 V.T. Mlandeliso Tel No: (031) 372 3000  
: Quoting the relevant reference number and direct your application to: [kznrecruit@justice.gov.za](mailto:kznrecruit@justice.gov.za) or [NGoba@justice.gov.za](mailto:NGoba@justice.gov.za)

**POST 19/74** : **SENIOR COURT INTERPRETER REF NO: 20/41/KZN**  
(Re-advertisement)

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

**CENTRE REQUIREMENTS** : Magistrate Court, Durban  
: 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000  
: Quoting the relevant reference number and direct your application to: [kznrecruit@justice.gov.za](mailto:kznrecruit@justice.gov.za) or [NGoba@justice.gov.za](mailto:NGoba@justice.gov.za)

**POST 19/75** : **MAINTENANCE INVESTIGATOR REF NO: 20/31/FS**

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

**CENTRE REQUIREMENTS** : Magistrate's Office, Kroonstad  
: Grade 12 certificate or equivalent qualification; Experience in Family Law matters; Knowledge of the Maintenance Act (Act 990 of 1998) and Investigative experience; A valid driver's license; Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written); Numeric skills. Ability to: Work with the public in a professional and empathetic manner; Planning and organising; Facilitation skills; Attention to detail; Think innovatively and work in pressured environment.

**DUTIES** : Key Performance Areas: Trace persons liable to pay maintenance and Maintenance defaulters; Gather and secure information related to maintenance enquiries and defaulters. Testify in court under the supervision and control of Maintenance Officers/Maintenance Prosecutors; Work with the public in a professional and empathetic manner; Render administrative support to the office; Outdoor function requiring physical tracing capabilities; Serve documents on complaints/Respondent/Banks/Employees/etc; Draft investigation reports.

**ENQUIRIES APPLICATIONS** : Ms. NM Dywili Tel No: (051) 407 1800  
: Quoting the relevant reference number, direct your application to: [FSRecruitment@justice.gov.za](mailto:FSRecruitment@justice.gov.za) OR fax 0864003806 / 0865070071

**POST 19/76** : **MAINTENANCE OFFICER MR3 – MR 5 (X2 POSTS)**

**SALARY** : R257 073 – R912 504 per annum (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Zeerust Magistrate Court Ref No: 20/VA20/NW  
Mankwe Magistrate Court Ref No: 20/VA21/NW  
: LLB Degree or recognised 4 years' legal qualification; At least 2 years appropriate post qualification legal experience; Extensive knowledge of the

maintenance system and family law matters; Proficiency in the following languages; Zeerust Court: Setswana and English; Mankwe Court: ; Setswana, English, Afrikaans and IsiXhosa will be an added advantage; Knowledge of Maintenance Act (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; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervise the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.

**ENQUIRIES**

: Ms. L. Shoai Tel No: (018) 397 7054/61

**APPLICATIONS**

: Quoting the relevant reference number, direct your application to: RecruitmentNW@justice.gov.za