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 : 22 February 2021
NOTE : Interested applicants must submit their applications for employment to the email address specified to each post. The email must include only completed and signed Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, 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 in a PDF format and 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. 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.

ERRATUM: Please note that the closing date of all Department of Justice and Constitutional Development (DOJCD) advertisements placed on Circular 02 issued on the 22 January 2021 have been extended from 08 February 2021 to 15 February 2021*

OTHER POSTS

POST 04/33 : SENIOR FAMILY ADVOCATE LP 9 REF NO: 12/2021/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 recognized four (4) year legal qualification; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate; 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: 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: Email Address: DOJ21-12-WC@justice.gov.za

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

POST 04/34: DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: 21/14/CFO

SALARY: R733 257 – R863 748 per annum (All inclusive). The successful candidate will be required to sign a performance agreement

CENTRE: National Office: Pretoria

REQUIREMENTS: A Bachelor’s Degree/National Diploma in Finance or Business Management/Administration (NQF6); At least 3 years relevant experience in Budget and expenditure management and 3 years should be at management (ASD) level; Knowledge of the Public Finance Management Act, Treasury Regulations, Expenditure and Revenue Management as well as Project Management; A valid driver’s license. Skills and Competencies: Good Communication skills and presentation skills; Interpersonal skills; Sound report writing and analytical skills; Supervisory skills; Ability to work under pressure and independently; Problem solving and decision-making ability; Computer literacy (MS Word, Excel & Power Point); Goal and target orientated.

DUTIES: Key Performance Areas: Manage the expenditure management unit; Evaluate fiscal policies, procedures and make recommendations as necessary, implement and monitor fiscal practices and procedures; Manage budget and expenditure performance risks; Manage accounting reporting process for both internal and external stakeholders; Provide effective people management.

ENQUIRIES: Ms. M Qhamakoane Tel No: (012) 357 8662

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-14-CFO@justice.gov.za

FOR ATTENTION: Ms M Qhamakoane

POST 04/35: AREA COURT MANAGER (DEPUTY DIRECTOR) (X3 POSTS)

SALARY: R733 257 – R863 748 per annum (All-inclusive remuneration package). (The successful candidate will be required to sign a performance agreement)

CENTRE: Magistrate Office; Bellville Ref No: 09/2021/WC
Magistrate Office; Somerset West Ref No: 10/2021/WC
Magistrate Office; Wynberg Ref No: 11/2021/WC

REQUIREMENTS: A three year Bachelor Degree in Public Management Administration or National Diploma (NQF Level 6) or equivalent qualification; Six (6) years relevant experience of which three (3) years should be at management level; A valid driver’s license; Knowledge and experience of financial management, PFMA, office and district administration will serve as strong recommendations. Skills and Competencies: Communication (verbal and written) skills; Good interpersonal relations; Computer literacy; Language Skills; Ability to operate technical equipment; Organizing skills; Leadership skills; Financial Management skills; Project Management.

DUTIES: Key Performance Areas: Develop, present and implement strategic and business plans in the area; Manage the facilities, physical resources, information and communication related to the courts; Compile, analyse and present court performance statistics and trends as required by relevant users; Develop and implement strategies towards value – added services; Lead and manage the transformation process in the designated offices; Provide case tracking services to the judiciary and prosecuting authority.

ENQUIRIES: Ms N Bekwa Tel No: (021) 469 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: Bellville DOJ21-09-WC@justice.gov.za
Somerset West DOJ21-10-WC@justice.gov.za
Wynberg; DOJ21-11-WC@justice.gov.za

FOR ATTENTION: Mr M Ketelo

NOTE: Separate application must be made per center and quoting the relevant reference number

POST 04/36: COURT MANAGER (X7 POSTS)

SALARY: R470 040 – R553 677 per annum; (The successful candidate will be required to sign a performance agreement)

CENTRE: Magistrate Office; Cape Town; Ref No: 01/2021/WC
Magistrate Office; George: Ref No: 02/2021/WC
Magistrate Office Hermanus: Ref No: 03/2021/WC
REQUIREMENTS:
A 3 year qualification in Public Administration/Management /or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or relevant equivalent qualification; 3 year’s managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver’s license. Skills and Competencies: Computer literacy; Communication skills; Motivation skills; Organizing skills; Presentation skills; Finance management skills; Planning skills; Decision making skills; Loyal, honest ability to work under pressure; Continuous Improvement; Team Leadership; Managing of interpersonal conflict and resolving problems; Customer focus and responsive.

DUTIES:
Key Performance Areas: Oversee places of sitting within the sub cluster; Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Manage the projects intended to improve court; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements management; Manage service level agreements.

ENQUIRIES:
Ms N Bekwa Tel No: (021) 469 4000

APPLICATIONS:
Quoting the relevant reference number, direct your application to: Email Address: DOJ21-01-WC@justice.gov.za
DOJ21-02-WC@justice.gov.za
DOJ21-03-WC@justice.gov.za
DOJ21-04-WC@justice.gov.za
DOJ21-05-WC@justice.gov.za
DOJ21-06-WC@justice.gov.za
DOJ21-07-WC@justice.gov.za

FOR ATTENTION:
Mr M Ketelo

NOTE:
Separate application must be made per centre and quoting the relevant reference number.

POST 04/37:
ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 2021/29/GP

SALARY:
R376 596 - R454 920 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE:
Regional Office: Gauteng

REQUIREMENTS:
A Degree or National Diploma Security Management/Risk Management 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 drivers 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.

DUTIES:
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
ENQUIRIES : Mrs RR Moabelo Tel No: (011) 332 9000
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: BuMbanga@justice.gov.za and TsMaphoto@justice.gov.za

POST 04/38 : ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 2020 /42/ MP

SALARY : R376 596 – R454 920 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office, Mpumalanga

REQUIREMENTS : B Degree or National Diploma Security Management / Risk Management 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.

DUTIES : 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 and ensure Implementation of security measures at courts (Physical, Personnel, document and Information security) in consultation with the court managers; 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.

NOTE : The successful candidate will be required to travel extensively

ENQUIRIES : Ms NC Maseko Tel No: (013) 753 9300/24
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ2020-42-MP@justice.gov.za

POST 04/39 : ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 19/2021/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 : Three year Degree/ National Diploma in Public Administration or equivalent qualification; A minimum of three (3) to five (5) years’ experience in an administrative environment of which three (3) years should at supervisory level Knowledge of public administration; Knowledge of procurement processes; Knowledge of financial administration processes and the PFMA; Knowledge of human resource administration; Skills and Competencies: Computer literacy skills; Numerical skills; Problem solving and conflict management skills; Report writing skills; Communication skills (verbal and written); Basic project management skills; Decision making skills; Interpersonal relations and leadership skills Ability to work independently and as part of team; Work on own initiative/ innovative; Ability to work under pressure.

DUTIES : Key Performance Areas: Manage the provision of general administrative support; Manage the procurement of goods and services and financial administration; Management of human resources; Manage the provision of administrative support on study tours; Provide administrative support and coordination to projects.

ENQUIRIES : Ms N Bekwa Tel No: (021) 469 4000
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21- 19-WC@justice.gov.za

POST 04/40 : ASSISTANT DIRECTOR: COURT INTERMEDIARY REF NO: 18/2021/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 : Three year Degree/ National Diploma in Public Administration or equivalent qualification; A minimum of three (3) to five (5) years’ experience in an administrative environment of which three (3) years should at supervisory level Knowledge of public administration; Knowledge of procurement processes; Knowledge of financial administration processes and the PFMA; Knowledge of human resource administration; Skills and Competencies: Computer literacy skills; Numerical skills; Problem solving and conflict management skills; Report writing skills; Communication skills (verbal and written); Basic project management skills; Decision making skills; Interpersonal relations and leadership skills Ability to work independently and as part of team; Work on own initiative/ innovative; Ability to work under pressure.

DUTIES : Key Performance Areas Manage the provision of general administrative support; Manage the procurement of goods and services and financial administration; Management of human resources; Manage the provision of administrative support on study tours; Provide administrative support and coordination to projects.

ENQUIRIES : Ms N Bekwa Tel No: (021) 469 4000
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21- 19-WC@justice.gov.za
CENTRE: Regional Office, Cape Town
REQUIREMENTS: Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, social work, family counselling, child care and youth development, pediatrics, psychiatry, clinical counselling, educational psychologist; Registration with the relevant professional/ scientific organization/body in their field of specialization; Five (5) years’ experience in intermediary services of which three (3) years’ should be at supervisory level; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children’s Act, 2005 (Act No 38 of 2005); Domestic Violence Act Act No 116 of 1998); Be fluent in the predominant language(s) of the jurisdictional area of the court (English, Afrikaans and IsiXhosa).Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses) Trauma and basic counselling skills; Interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

DUTIES: Key Performance Areas: Manage and coordinate intermediary services in the cluster; Manage, consolidate and analyse intermediary service information, statistics and reporting; Facilitate and coordinate training and development of court intermediaries; Monitor maintenance of equipment in courts at testifying rooms and its related resources; Provide effective people management.

ENQUIRIES: Ms A Singh Tel No: (021) 469 4000
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-18-WC@justice.gov.za
FOR ATTENTION: Mr M Ketelo
POST 04/41: ASSISTANT DIRECTORS (FINANCIAL OPERATIONS MANAGERS) REF NO: 2020/21/MP (X2 POSTS)

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

CENTRE: Mpumalanga Regional Office
REQUIREMENTS: An appropriate financial management degree/three year diploma or equivalent qualification and applicable experience in the finance field; Minimum of three years’ experience in the field of finance, administration and Human Resource Management; Knowledge of the BAS accounting software, JDAS, PERSAL, PFMA, Treasury Regulations, Budgets and Procurement; A thorough understanding and knowledge of the Department’s various branches will be an advantage. A valid drivers’ licence; Skills and Competencies: Computer literacy; proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations.

DUTIES: Key Performance Areas: Assess Financial Administration maintenance and compliance at designated cluster; Provide Regional CFO Office Planning and Performance feedback by identifying financial problems and risks; Financial Services standardization and capacity building within own designated area; Support backlog teams deployed by Business Units with Financial Performance Assessment; Support Justice in financial operations and strategic requirements; Performance review with Financial Regional Manager.

ENQUIRIES: Ms NC Maseko Tel No: (013) 753 9300/24
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ2020-21-MP@justice.gov.za
POST 04/42: ASSISTANT DIRECTOR: FACILITIES REF NO: 2020 /36/MP

SALARY: R376 596 – 443 601 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office: Mpumalanga
REQUIREMENTS: A Degree or three year National Diploma in Public Management; Three years supervisory/ management experience; Three years facilities and auxiliary experience. A valid driver’s licence; Skills and Competencies: Quality of work; Reliability; Initiative; Teamwork; Communication; Independent thinking.
DUTIES: Key Performance Areas: Maintenance of DOJ&CD building in the Region; Upgrade of DOJ&CD facilities to provide adequate accommodation: major and minor capital works; Provision and management of leased accommodation; Optimal utilization and management of residential accommodation; Ensure and effective and efficient facilities management division.

ENQUIRIES: Ms NC Maseko Tel No: (013) 753 9300/24

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ2020-36-MP@justice.gov.za

POST 04/43: ADMINISTRATIVE OFFICER (X4 POSTS)

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


REQUIREMENTS: A three (3) year Degree/National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years’ experience in office administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; Skills and Competencies: Planning, organising, controlling; Interpersonal relations; Problem solving and analysis; Listening skills; Team work; Communications skills; Computer skills; Customer focus and responsiveness.

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; 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; Compile statistics to show performance and trends; 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; Provide effective people management. Perform any other duties necessary to ensure smooth running of the office Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.

ENQUIRIES: Mr M Ketelo Tel No: (021) 4625471

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-14-WC@justice.gov.za DOJ21-15-WC@justice.gov.za DOJ21-16-WC@justice.gov.za DOJ21-17-WC@justice.gov.za

POST 04/44: PRINCIPAL COURT INTERPRETER; REF NO: 13/2021/WC

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

CENTRE: Magistrate Office, Atlantis

REQUIREMENTS: NQF level 4/ Grade 12; National Diploma: Legal Interpreting (NQF level 5) or any other relevant tertiary qualification at NQF level 5; Proficiency English; Proficiency in two (2) or more indigenous languages; Five (5) years of practical experience as a Court Interpreter with minimum two (2) years supervisory experience. Driver's license; Skills and Competencies: Communication skills; Listening skills; Interpersonal skills; Time management; Computer literacy; Analytic thinking; Problem solving; Planning and organizing; Confidentiality; Ability to work under pressure; Art of interpreting.

DUTIES: Key Performance Areas: Interpret in complex cases (i.e. high profile cases); Interpret in criminal, civil, labour court, small claims courts; Interpret in disciplinary hearings; Interpret in conciliation and arbitration; Interpret in confession; Interpret in pre – trial proceedings and consultations; Translate legal documents and exhibits; develop terminology; Assist with the reconstruction of court records; Attend to personnel administrative aspects; Control and supervision of interpreters Procure foreign language interpreters and casuals in line with PFMA.

ENQUIRIES: Mr H Konkie Tel. No: (021) 469 4000

APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-13-WC@justice.gov.za
FOR ATTENTION:  Mr M Ketelo

POST 04/45: LABOUR RELATIONS OFFICER REF NO: 23/2021/WC

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

CENTRE:  Regional Office, Western Cape

REQUIREMENTS:  A three years Bachelor’s Degree / National Diploma in Labour Relations/Public Administration Management/Human Resource qualification or equivalent qualifications. A minimum of (3) three to five years labour relations experience; Knowledge of all labour related legislation; Knowledge of Disciplinary procedures and codes; Knowledge of grievance procedures; A valid drivers’ license. Skills and Competencies: Communication skills both verbal and written; Negotiating skills; Report writing; Dispute resolution skills; Computer Literacy; Organizing; Decisiveness; Team player; Self-motivated; Ability to work under pressure; Ability to meet deadlines.

DUTIES:  Key Performance Areas: Conduct investigation of grievances and misconduct cases and submitting reports for recommendation within the specified time-frame; Ensure that misconduct cases are dealt within a fair and just process; Render support to the Sub Directorate: Employee Relations; Represent employer during hearings or Chair disciplinary hearings when so appointed; Liaise with State Attorneys on complex matters.

ENQUIRIES:  Mr H Mzaca Tel No: (021) 462 5471

APPLICATIONS:  Quoting the relevant reference number, direct your application to: Email Address: DOJ21-23-WC@justice.gov.za

POST 04/46: ADMINISTRATIVE OFFICER (X4 POSTS)

SALARY:  R316 791 – R373 167 per annum.

CENTRE:  Acornhoek Magistrate Office; Ref No: 2020/24/MP
Breiten Magistrate Office: Ref No: 2020/29/MP
Komatipoort Magistrate Office: Ref No: 2020/25/MP
Mbombela Magistrate Office: Ref No: 2020/28/MP

REQUIREMENTS:  A three (3) year Degree/National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years’ experience in office administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; Driver’s license will be an added advantage. Skills and Competencies: Planning, organising, controlling; Interpersonal relations; Problem solving and analysis; Listening skills; Team work; Communications skills; Computer skills; Customer focus and responsiveness.

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; 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; Compile statistics to show performance and trends; 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; Provide effective people management. Perform any other duties necessary to ensure smooth running of the office Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.

ENQUIRIES:  Ms KN Zwane Tel No: (013) 753 9500/249

APPLICATIONS:  Quoting the relevant reference number, direct your application to: Email Address: DOJ2020-24-MP@justice.gov.za
DOJ2020-25-MP@justice.gov.za
DOJ2020-28-MP@justice.gov.za
DOJ2020-29-MP@justice.gov.za

NOTE:  Separate application must be made per centre and quoting the relevant reference number.

POST 04/47: ADMINISTRATIVE OFFICER REF NO: 2020/34/MP

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

REQUIREMENTS : A three (3) year Degree/National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years’ experience in office administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; Driver’s license will be an added advantage. Skills and Competencies: Planning, organising, controlling; Interpersonal relations; Problem solving and analysis; Listening skills; Team work; Communications skills; Computer skills; Customer focus and responsiveness.

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; 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; Compile statistics to show performance and trends; 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; Provide effective people management. Perform any other duties necessary to ensure smooth running of the office Control case flow management and the utilization and maintenance of the assets and accommodation of the Department.

ENQUIRIES : Ms KN Zwane Tel No: (013) 753 9300/249

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address; DOJ2020-34-MP@justice.gov.za

POST 04/48 : SOCIAL WORKER/ FAMILY COUNSELLOR (GRADE 1) REF NO: 43/2021/FA/WC

SALARY : R257 592 – R298 614 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, Cape Town

REQUIREMENTS : Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACCSSP (SA Council for Social Service Profession); Appropriate experience in social work after registration as Social Worker with the SACCSSP; 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’ license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

DUTIES : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and 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; Conduct inquiries and interview parties and source references in family law disputes to townships and rural areas.

ENQUIRIES : Advocate N Britz Tel No: (021) 426 1216

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 SACCSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACCSSP.

APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address; DOJ21-43-WC@justice.gov.za

FOR ATTENTION : Mr Y Samsodien

POST 04/49 : 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 : Barberton Magistrate Office: Ref No: 2020/41/ MP
Evander Magistrate Office: Ref No: 2020/40/ MP

**REQUIREMENTS**

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

**DUTIES**

- Conduct preliminary interviews; Conduct informal maintenance enquires; Conduct formal maintenance enquires; Render administrative support.

**ENQUIRIES**

- Ms NC Maseko Tel No: (013) 753 9300 Ext. 224

**APPLICATIONS**

- Quoting the relevant reference number, direct your application to:
  - DOJ2020-41-MP@justice.gov.za
  - DOJ2020-40-MP@justice.gov.za

**NOTE**

- Separate application must be made per centre and quoting the relevant reference number