DEPARTMENT OF JUSTICE & 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: 06 April 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 new 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. 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.

MANAGEMENT ECHELON

POST 09/21: MASTER; REF NO: 21/62/MAS

SALARY: R1 057 326 – R1 245 495 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Master Of the High Court: Pietermaritzburg

REQUIREMENTS: An LLB Degree or 4 years recognized legal qualification at NQF level 7; 5 years’ experience should be at middle/senior management level; Experience in the functional fields and services provided by the Masters of the High Court; Knowledge and experience in the Master’s environment; Knowledge of the Administration of Estate Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; A valid driver’s license. Skills and Competencies: Financial management; Leadership; Strategic and conceptual orientation; Administration of estates; Communication skills; Computer literacy; Change management; People development and empowerment; Project management; Time management; Ability to work in a highly pressurized environment.

DUTIES: Key Performance Areas: Provide strategic direction and direct operations of the Master of the high court; Monitor and improve the administration of Guardian Funds service and deceased estates services; Manage, monitor and improve the administration of insolvency services and trust services; Manage, monitor and improve the administration of curatorship services; Provide strategic leadership and guide the roll-out of PEAS (Paperless Estate Administration System) to strategic service points within the jurisdiction of the office of the Master Durban; Provide effective people management.

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

APPLICATIONS: Quoting the relevant reference number, direct your application to Email Address: DOJ21-62-MAS@justice.gov.za

NOTE: Preference will be given to women and people with disabilities.

POST 09/22: DIRECTOR: GLOBAL, CONTINENTAL AND REGIONAL MATTERS REF NO: 21/67/CD

SALARY: R1 057 326 – R1 245 495 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office; Pretoria
REQUIREMENTS: An LLB Degree or recognized 4-year legal qualification (NQF 7); A post graduate qualification in International Law/Relations will be an added advantage; 6-10 years in the field of International Relations Development; 5 years should be at middle/senior managerial level; Understanding of constitutional development and international law will be an added advantage; Skills and Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; and Honesty and Integrity.

DUTIES: Key Performance Areas: Manage and coordinate liaison and cooperation with States, including Regional, Continental and International Organization/agencies on justice, constitutional and legal affairs within international context; Manage and coordinate Commonwealth matters pertaining to the administration of justice, human rights and other legal matters; Manage and facilitate interaction with other international bodies United Nations (UN); The Hague Conference, The International Institute on the Unification of Private Law (UNIDROIT); Africa and Asian Legal Consultative Organizations (AALCO) and related bodies on constitutional and legal affairs; Prepare documents, memoranda for the signed and ratification treaties/instruments on justice, human rights and other legal matters for Cabinet and Parliament; Manage and coordinate negotiations of bilateral and multilateral treaties on Constitutional and legal matters; Provide effective people management.

ENQUIRIES: Ms. M. Kganyago Tel No: (012) 315 1844
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-67-CD@justice.gov.za

NOTE: People with disabilities are encouraged to apply

OTHER POSTS

POST 09/23: FAMILY COUNSELOR MANAGER GRADE 1 REF NO: 21/07/KZN

SALARY: R794 889 - R894 666 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, Durban

REQUIREMENTS: Bachelor’s Degree in Social Work or equivalent qualification; A minimum of 10 years appropriate experience in social work after registration as social work with the SA Council for Social Service Professions (SACSSP); Registration with SACSSP as a social worker; Knowledge and understanding of legislation and treaties relevant to domestic and international Child Protection, the PFMA and Treasury Regulations; Knowledge on the assessment of children. Knowledge of integrated approach in provision of services to families and children in civil legal disputes in accordance with domestic law and international treaties as well as expert knowledge of Child Care and Protection services. A valid driver’s licence. The following will serve as added advantages: Experience in statutory social work and the professional supervision of Social Workers, compiling forensic reports and testifying as an expert witness in court; Experience in management field of Child Care and Protection or related environment; .Skills and Competencies: Computer literacy; Communication (verbal and written) skills; Project management; Mediation skills; Planning and organizational skills; Forensic report writing; Strategic management capability; Leadership skills.

DUTIES: Key Performance Areas: Implement and monitor family counsellor service, other relevant policies and procedures; Manage, monitor and quality assure the institutional performance of family counselor profession; Provide expert guidance to Family Counselor and Supervisors on the implementation of Child Protection, domestic and international legislation policies; Facilitate the development and implementation of Family Counselor profession related programmes, including norms and national uniform standards; Strengthen partnerships with relevant government Departments, NGO’s and the SACSSP.

ENQUIRIES: Ms C.P. Shangase Tel No: (031) 372 3000
APPLICATIONS: Quoting the relevant reference number and direct your application to: DOJ07-21-kzn@justice.gov.za

POST 09/24: FAMILY ADVOCATE REF NO: 21/08/KZN

SALARY: R763 212 – R1 266 156 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Family Advocate, Newcastle
**REQUIREMENTS**

An LLB Degree or recognized four (4) year legal qualification; At least five (5) 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; Afrikaans would be an added advantage. Skills and Competencies: Computer literacy; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.

**DUTIES**

Key Performance Areas: Perform all functions and duties of the Family Advocate in Institute enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters and liaise with Judges, Attorneys, Psychologist, Social Workers and other relevant professionals; Furnish the court with recommendations on any matter concerning the welfare of a minor child involved in a pending matter; Endorse settlement agreements or commenting thereon; Promoting access to the Family Advocate services and create public awareness; Attend to relevant circuit courts within KwaZulu-Natal province.

**ENQUIRIES**

Ms T.P. Zondi Tel No: (031) 372 3000

**APPLICATIONS**

Quoting the relevant reference number and direct your application to: DOJ08-21-kzn@justice.gov.za

**POST 09/25**

**SENIOR ASSISTANT STATE ATTORNEY; (LP5-LP6) REF NO: 21/53/SA**

**SALARY**

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

**CENTRE**

State Attorney: Durban

**REQUIREMENTS**

An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; Conveyancing experience; A valid driver’s license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.

**DUTIES**

Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insololvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection training to other professional staff; Provide supervision and training to other professional staff.

**ENQUIRIES**

Mr. M. Kooko Tel No: (012) 315 1164

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Email Address: DOJ21-53-SA@justice.gov.za

**NOTE**

1. People with disabilities are encouraged to apply.

**APPLICATIONS**

Quoting the relevant reference number and direct your application to: DOJ21-53-SA@justice.gov.za

**POST 09/26**

**OFFICE MANAGER REF NO: 21/54/SA**

**SALARY**

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

**CENTRE**

State Attorney: Durban

**REQUIREMENTS**

3year 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 license. Skills and Competencies: Computer literacy; Communication skills; Sound interpersonal relations; 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 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**

Mr. M. Kooko Tel No: (012) 315 1164

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: Email Address: DOJ21-54-SA@justice.gov.za

**NOTE**

People with disabilities are encouraged to apply.
Assistant Director: Administration (Court Operations) REF NO: 21/09/KZN

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

Centre: Regional Office Durban

Requirements: A 3-year qualification in Administration and/or a National Diploma in Public Management or equivalent qualification; At least 3 years' managerial or supervisory experience; Knowledge and experience in court and office administration; Knowledge of the Public Finance Management Act (PFMA); Experience in the Court environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal) and Computer literacy.

Duties: Key Performance Areas: Co-ordinate and manage, human resources; Assist in managing the strategic and business planning processes; Facilitate information and communication related to courts strategies; Manage projects intended to enhance efficiency of court operations; Compile and analyze court statistics to show performance and trends; Support case flow management (Appeal, reviews, transcription services) and compile annual performance reports for court operations; Manage customer service improvement plans, service level agreements. Render supervision, management and control over auxiliary service at the Regional Office.

Enquiries: Ms M.P. Khoza Tel No (031) 372 3000

Applications: Quoting the relevant reference number, direct your application to: Email Address: DOJ09-21-kzn@justice.gov.za

COURT INTERMEDIARY REF NO: 21/10/KZN

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

Centre: Magistrate Court, Madadeni

Requirements: Three-year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, Social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist. Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization. Minimum of three years' working experience in the applicable field. Experience in working with different types of disabilities, exposure to court procedures, 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); Proficiency in the following languages: English and IsiZulu. Skills and Competencies: Communication and empathic listening skills (with children, persons; with mental disabilities and other traumatized witnesses). Trauma and basic counseling 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: Provide intermediary services to children, persons with mental disabilities and other traumatised witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.

Enquiries: Ms T.O Majola Tel No: (031) 372 3000

Applications: Quoting the relevant reference number and direct your application to: Email Address: DOJ10-21-kzn@justice.gov.za

COURT INTERMEDIARY REF NO: 21/11/KZN

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

Centre: Magistrate Court, Vryheid

Requirements: Three-year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, Social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist. Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization. Minimum of three years' working
experience in the applicable field. 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); Proficiency in the following languages: English and IsiZulu. Proficiency in Afrikaans will be an added advantage. Skills and Competencies: Communication and empathic listening skills (with children, persons; with mental disabilities and other traumatized witnesses). Trauma and basic counseling 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: Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Render administration support service in court; Assist children to testify with the aid of anatomically-detailed dolls.

**ENQUIRIES**

Ms N. Maqoma Tel No: (031) 372 3000

**APPLICATIONS**

Quoting the relevant reference number and direct your application to: DOJ11-21-kzn@justice.gov.za

**POST 09/30**

LABOUR RELATIONS OFFICER REF NO: 21/12/KZN

**SALARY**

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

**CENTRE**

Regional Office, Durban

**REQUIREMENTS**

LLB Degree or three years Bachelor Degree/National Diploma in Labour Relations/Public Administration/Management/Human Resource qualification. At least three years' experience in Labour Relations environment. A valid driver's license. Practical experience in Conciliation and Arbitration cases will serve as an added advantage. Skills and Competencies: Computer Literate (MS Office: Word, Excel and Power Point). Effective and clear verbal and written Communication skills as well as ability to maintain good interpersonal relations. Problem solving skills and analytical thinking ability. Ability to work under pressure.

**DUTIES**

Key Performance Areas: Observe Labour Relations Procedures in terms of the provisions of the Labour Relations Act, most particularly, its application in the Public Service in terms of Grievances and Disciplinary hearings. Attend to dispute resolutions for the GPSSBC, PSCBC, CCMA, Conciliation, Arbitration and Dismissal Disputes; Consult with the State Attorney on more complex matters; Compile memorandum submissions for consideration by management. Maintain accurate data capturing to ensure updated information reports are available and compile reports for management; Provide training on Labour related Matters.

**ENQUIRIES**

Ms M. Valle Tel No: (031) 372 3000

**APPLICATIONS**

Quoting the relevant reference number and direct your application to: DOJ12-21-kzn@justice.gov.za

**POST 09/31**

ADMINISTRATIVE OFFICER REF NO: 21/13/KZN

**SALARY**

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

**CENTRE**

Family Advocate Office, Newcastle

**REQUIREMENTS**

Three year Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification; 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 policies; under pressure and work independently; Attention to details.

**DUTIES**

Key Performance Areas: Render the sections related function of Human Resources and Supply Chain Management; Assist in managing Finances and expenditure; Manage document and record keeping; Compile reports and memorandums; Manage performance in the office of the family Advocate; Implement formal and informal disciplinary matters; Attend to Case Flow Management and capturing of cases on ICMS; Manage all assets and risks in the office of the Family Advocate;
Perform any other duties as directed by the Senior Family Advocate / Assistant Director also act in a higher level as and when required to do so.

ENQUIRIES : Ms T.O. Majola Tel No: (031) 372 3000
APPLICATIONS : Quoting the relevant reference number and direct your application to: DOJ13-21-kzn@justice.gov.za

POST 09/32 : ADMINISTRATIVE OFFICER REF NO: 21/14/KZN

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

CENTRE REQUIREMENTS : Three year Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification; 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: Render the sections related functions of Human Resources and Supply Chain Management; Assist in managing 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 Senior Family Advocate / Assistant Director also act in a higher level as and when required to do so.

ENQUIRIES : Ms P.C. Shange Tel No: (031) 372 3000
APPLICATIONS : Quoting the relevant reference number and direct your application to: DOJ14-21-kzn@justice.gov.za

POST 09/33 : ADMINISTRATIVE OFFICER REF NO: 21/26/FS

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

CENTRE REQUIREMENTS : A three (3) year Degree / National Diploma in Office Administration or equivalent qualification (NQF Level 6) and 3 years’ experience in office administration; 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: Perform 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; 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.

ENQUIRIES : Ms NM Dywili Tel No: (051) 407 1800
APPLICATIONS : Quoting the relevant reference number, direct your application to: Email Address: DOJ21-26-FS@justice.gov.za or fax 0864003806 / 0865070071
POST 09/34

ADMINISTRATIVE OFFICER REF NO: 21/15/KZN

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

CENTRE: Magistrate Court, Durban & Amanzimtoti

REQUIREMENTS: Three year Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification; 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: Render the sections related function of Human Resources and Supply Chain Management; Assist in managing 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 Senior Family Advocate / Assistant Director also act in a higher level as and when required to do so.

ENQUIRIES: Ms A.N. Mdletshe Tel No: (031) 372 3000

APPLICATIONS: Quoting the relevant reference number and direct your application to: DOJ15-21-kzn@justice.gov.za

POST 09/35

ADMINISTRATIVE OFFICER (OFFICE MANAGER) REF NO: 21/16/KZN

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

CENTRE: Magistrate Court, Phungashe

REQUIREMENTS: Three year Bachelor’s degree /National Diploma in Administration or relevant equivalent qualification; 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: Render the sections related function of Human Resources and Supply Chain Management; Assist managing 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 Senior Family Advocate / Assistant Director also act in a higher level as and when required to do so.

ENQUIRIES: Ms C.P. Shangase Tel No: (031) 372 3000

APPLICATIONS: Quoting the relevant reference number and direct your application to: DOJ16-21-kzn@justice.gov.za

POST 09/36

ASSISTANT STATE ATTORNEY, (LP3-LP4) (X2 POSTS)

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

CENTRE: State Attorney: Bloemfontein Ref No: 21/68/SA (X1 Post)
State Attorney: Thohoyandou Ref No: 21/58/SA (X1 Post)

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of
appearance in the High Court of South Africa will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES: Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate’s Court, Labour Court, Land Claims Court and CCMA; Draft and/or settle all types of agreements on behalf of the various clients; Furnish legal advice and opinion; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collections; Attend to liquidation and insolvency, queries, register trust and companies.

ENQUIRIES: Mr. M. Kooko Tel No: (012) 315 1164
NOTE: 1. People with disabilities are encouraged to apply. 2. Separate applications must be made quoting the relevant reference
APPLICATIONS: Quoting the relevant reference number, direct your application to: Email Address: DOJ21-68-SA@justice.gov.za and DOJ21-58-SA@justice.gov.za

POST 09/37: SENIOR COURT INTERPRETER REF NO: 21/19/KZN

SALARY: R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Magistrate Court, Vulamehlo
REQUIREMENTS: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages; and minimum three years practical experience in court interpreting; or Grade 12 with ten 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: Ms A.N. Mdletshe Tel No: (031) 372 3000
APPLICATIONS: Quoting the relevant reference number and direct your application to: DOJ19-21-kzn@justice.gov.za

POST 09/38: SENIOR COURT INTERPRETER REF NO: 21/20/KZN

SALARY: R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Magistrate Court, Ladysmith & Escourt
REQUIREMENTS: Grade 12 and National Diploma in Legal Interpreting or equivalent qualification in the field of languages and minimum three years practical experience in court interpreting; OR Grade 12 with ten 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: Ms T.P. Zondi Tel No: (031) 372 3000
APPLICATIONS: Quoting the relevant reference number and direct your application to: DOJ20-21-kzn@justice.gov.za

POST 09/39: STATE ACCOUNTANT - THIRD PARTY FUNDS REF NO: 21/21/KZN

SALARY: R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Regional Office, Durban
REQUIREMENTS: National Diploma/Degree in financial environment or equivalent; A minimum of 2 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: Ensure effective management of staff; Report and liaise with Court and Office Managers on all TPF related matters; Assist with training on all systems relating to TPF i.e. MojaPay/ JDAS; Provide TPF Annual Financial Statements (AFS) project support and implementation thereof; Render TPF administration function as assigned by supervisor; Monthly consolidation of all TPF
information required by TPF National Office; Assist with TPF Audit readiness and facilitation; Provide inputs on any improvements in financial systems, processes and procedures; Perform other ad-hoc function as required.

ENQUIRIES : Ms M. Valle Tel No: (031) 372 3000
APPLICATIONS : Quoting the relevant reference number and direct your application to: DOJ21-21-kzn@justice.gov.za

POST 09/40 : CHIEF ADMINISTRATION CLERK REF NO: 21/22/KZN

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

CENTRE : Magistrate’s Court, Pinetown
REQUIREMENTS : 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: Render the sections related functions of Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Perform general administration functions and reports; General supervision of administrative staff and implement formal and informal disciplinary matters; 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 : Ms S. Shezi Tel No: (031) 372 3000
APPLICATIONS : Quoting the relevant reference number and direct your application to: DOJ22-21-kzn@justice.gov.za

POST 09/41 : MAINTENANCE OFFICER REF NO: 21/17/KZN

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

CENTRE : Magistrate Court, Camperdown
REQUIREMENTS : LLB degree or recognized 4 year legal qualification: Basic knowledge and understanding of legal research principles. Knowledge of legal proceedings relevant to mediation, arbitration and conciliation. Skills and Competencies: Basic understanding of drafting legal documents that provides Clear motivation; Languages skills (oral & written); Motivational skills; Loyalty, honesty, Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

DUTIES : Key Performance Areas: Manage Perform duties or functions of a Maintenance Officer for offices Howick; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

ENQUIRIES : Ms P.C. Shange Tel No: (031) 372 3000
APPLICATIONS : Quote the relevant reference number and direct your application to: DOJ17-21-kzn@justice.gov.za

POST 09/42 : MAINTENANCE OFFICER REF NO: 21/18/KZN

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

CENTRE : Magistrate Court, Manguzi
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; Languages skills (oral & written); Motivational skills; Loyalty, honesty, Ability to work under pressure etc; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.

DUTIES : Key Performance Areas: Manage Perform duties or functions of a Maintenance Officer for offices under Umkhanyakude District; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

ENQUIRIES : Ms G. P. Gwala Tel No: (031) 372 3000
APPLICATIONS: Quoting the relevant reference number and direct your application to: DOJ18-21-kzn@justice.gov.za