

## DEPARTMENT OF JUSTICE &amp; CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 05 July 2021

**NOTE** : Interested applicants must submit their applications for employment to the address provided below or 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](http://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. 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.

**ERRATUM:** The post of Director: Legal Administration and Advocacy (Ref: 63/21/EC), Eastern Cape Region. advertised in Circular 20 of 2021 dated 04 June 2021 All applicants who have submitted their application before the 10 June 2021 to the email address [SNofemela@justice.gov.za](mailto:SNofemela@justice.gov.za) are required to reapply/resubmit their applications to the same email or to the following postal address: The Regional Head, Private Bag X9065, East London, 5200 due to a technical problem experienced. Mr P Hattingh Tel No: (043) 702 7000 (Eastern Cape) and the post of **Assistant State Attorney** Ref No: (LP3-LP4): 21/153/SA advertised in Circular 20 of 2021 dated 04 June 2021 with incorrect job requirements; Please note the correct job requirements are: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; A valid driver's licence. The following will serve as added advantages: Right of appearance in the High Court of South Africa; Conveyancing experience. Note: Interested applicants may visit the following website: [www.justice.gov.za](http://www.justice.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) to view the full job specifications. Enquiries: Ms S Maribeng Tel No: (012) 315 1103 The closing date is extended to the 05 July 2021 We apologize for any inconvenience caused.

## OTHER POSTS

**POST 22/20** : **DEPUTY DIRECTOR: AREA COURT MANAGER: REF NO: 2021/80/GP**

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

**CENTRE** : Johannesburg Cluster

**REQUIREMENTS** : An appropriate three-year Bachelor's Degree or equivalent qualification; Three years' management experience; Knowledge and experience of financial management, PFMA. Office and district administration will serve as strong recommendation; A valid driver's license; Skills and Competencies: Strong

<b><u>DUTIES</u></b>	: leadership and management capabilities; Strategic capabilities; Interpersonal relations; Communication (verbal and written); Accuracy and attention to details. : Key Performance Areas: Co-ordinate and manage financial and human resources of the cluster, strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Implement the Department all policies on courts; Compile and analyse court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the cluster; Facilitate strategic projects intended to improve court management;
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms. R Moabelo Tel No: (011) 332 9000 : Quoting the relevant reference number, direct your application to: Postal Address; The Regional Head, Private Bag X6, and Johannesburg 2000 OR Physical Address: Regional Office –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg
<b><u>POST 22/21</u></b>	: <b><u>ASSISTANT DIRECTOR: BUDGET &amp; EXPENDITURE MANAGEMENT REF NO: 21/164/CFO</u></b>
<b><u>SALARY</u></b>	: R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	: National Office, Pretoria : Bachelor's Degree or National Diploma in Financial Management or equivalent qualification (NQF6); 3 years' experience in Finance environment; 3 years' experience at supervisory level; Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Public Service Act, BAS (Basic Accounting System), Persal and Vulindlela Management System; A valid driver's license. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel, etc); Research and analytical skills; Planning and organizing skills; Problem solving and analysis; Policy Development; Accuracy and attention to detail; Communication skills (verbal & written); Presentation and facilitation skills; Budget management and costing; Financial management skills.
<b><u>DUTIES</u></b>	: Key Performance Areas: Co-ordinate, review, analyse and quality assure the financial supporting information for planning purposes; Co-ordinate, review, analyse and quality assure the budget preparation process; Co-ordinate, review, analyse and quality assure the management accounting reporting process; Manage the operational processes, resources and procedure associated with the management accounting functions; Provide effective people management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr. J. Maluleke Tel No: (012) 315 1090 : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria.
<b><u>NOTE</u></b>	: People with disabilities are encouraged to apply.
<b><u>POST 22/22</u></b>	: <b><u>TRAINER OF COURT INTERPRETERS REF NO: 21/162/JC (2 POSTS)</u></b>
<b><u>SALARY</u></b>	: R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	: National Office, Pretoria : National Diploma/Bachelor's Degree in Linguistic or equivalent qualification for the subject area (NQF6); Minimum of 3 years' experience in Quasi – judicial functions; Knowledge of Linguistic and experience in applying formal training methodologies, standards frameworks and tools; Assessor and moderator Certificate recommended; A valid driver's license; The following will serve as an advantage:- Published articles in accredited peer reviewed journals; Experience in curriculum development; Skills and Competencies: Computer literacy; Communication skills (verbal & written); Research (qualitative and quantitative) skills; Planning and organizing skills; Project management; Interpersonal skills; Analytical thinking, problem solving and decision making.

- DUTIES** : Key Performance Areas: Provide inputs and update curricula and program material; Provide training to learners/trainees as per training programme; Undertake relevant research in specialist subject areas; Conduct assessment and or evaluation; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms P Leshilo Tel No: (012) 357 18240  
: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001
- NOTE** : People with disabilities are encouraged to apply.
- POST 22/23** : **COURT INTERMEDIARY (2 POSTS)**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Ingwavuma: (The successful candidate will also serve courts under uMkhanyakude Magisterial District. Ref No: 21/56/KZN  
Magistrate Court, Pongola: (The successful candidate will also serve courts under Zululand Magisterial District). Ref No: 21/57/KZN
- 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. A valid driver's license. 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 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 APPLICATIONS** : Ms M.P. Khoza Tel No: (031) 372 3000  
: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 22/24** : **ADMINISTRATIVE OFFICER (12 POSTS)**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Court, Vulamehlo: Ref No: 21/58/KZN  
Magistrate's Court, Kwamsane: Ref No: 21/59/ KZN  
Magistrate's Court, Matatiele: Ref No: 21/60/KZN  
Magistrate's Court, Dukuza: Ref No: 21/61/KZN  
Magistrate's Courts, Louwsburg and Magudu: REF NO: 21/62/KZN  
Magistrate's Court, Richmond: Ref No: 21/63/KZN  
Magistrate's Court, Empangeni: Ref No: 21/64/KZN  
Magistrate's Court, Ubombo: Ref No: 21/65/KZN

Magistrate's Court, Port Shepstone: Ref No: 21/66/KZN  
Magistrate's Court, Maphumulo: Ref No: 21/67/KZN  
Magistrate's Courts, Ingwavuma Ref No: 21/68/KZN  
Magistrate's Court, Pongola Ref No: 21/69/KZN

- REQUIREMENTS** : A Bachelor's degree in Administration or equivalent relevant 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. 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. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Finance 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** : Ms V.T. Mlandeliso Tel No: (031) 372 3000 or or Ms C.S. Sikhonde Tel No: (031) 372 3000 or Ms M.P. Khoza Tel No: (031) 372 3000
- NOTE** : Separate applications must be made quoting the relevant reference number
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 22/25** : **SENIOR COURT INTERPRETER (4 POSTS)**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Upington; Ref No: 31/21/NC/Up  
Magistrate Office: Kudumane; Ref No: 32/21/NC/Kudu  
Magistrate Court, Pietermaritzburg: REF NO: 21/73/KZN  
Magistrate Court, Ezakheni: REF NO: 21/74/KZN
- REQUIREMENTS** : Grade 12/ NQF Level 4 / Grade 12. National Diploma: Legal Interpreting at NQF Level 5 or any other equivalent qualification in the field of languages with three (3) years' practical experience as a Court Interpreter OR Grade 12 with ten (10) years practical experience in court interpreting. Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended. Drivers' license will be an added advantage; Language Requirements: Sesotho or isiZulu or proficiency in any official language will be an added advantage. Skills and Competencies: Excellent communication, Listening, Inter- personal relations. Problem solving; Planning and organizing and Analytical thinking skills; Time management; Confidentiality and ability to work under pressure.
- DUTIES** : Key Performance Areas: Interpret in court of Law (Civil and Criminal matters. Record criminal cases in the criminal record book / register. Interpret in pre-trial proceedings and consultations. Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions; manage the performance of subordinates. Collect, monitor interpreting register, calculate and

		compile statistics; Make arrangements for foreign languages interpreters in consultation with the Prosecutor.
<b><u>ENQUIRIES</u></b>	:	Northern Cape: Mr L Swartz Tel No: (053) 802 1300
		Kwazulu-Natal: Ms C.S. Sikhonde Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	<b>Northern Cape:</b> Quoting the relevant reference number, direct your application to: <a href="mailto:DOJ-05-NC@justice.gov.za">DOJ-05-NC@justice.gov.za</a> Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand deliver at the New Public Building, (Magistrates Court) Corner Knight and Stead Streets, 7th floor, Kimberley, 8301.
		<b>Kwazulu-Natal:</b> Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
<b><u>POST 22/26</u></b>	:	<b><u>FAMILY LAW ASSISTANT / PARALEGAL: REF NO: 38/21/NC/FA</u></b>
<b><u>SALARY</u></b>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Office Of The Family Advocate, Upington
	:	A three (3) year qualification in a Legal field and/or equivalent legal qualification; Three (3) years' experience in administration; Knowledge in the functions of the Office of the Family Advocate; A valid driver's license, and willing to travel extensively within the province and beyond. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (verbal and written); Conduct legal research; Good interpersonal relations;
<b><u>DUTIES</u></b>	:	Key Performance Areas: Conduct screening interviews and parental rights/responsibilities information sessions; Assist members of the public with form completion and queries; Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding parental responsibilities and rights.
<b><u>ENQUIRIES</u></b>	:	Mr L Swartz Tel No: (053) 802 1300
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: DOJ-05-NC@justice.gov.za OR Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand deliver at the New Public Building, (Magistrates Court) Corner Knight and Stead Streets, 7th floor, Kimberley, 8301.
<b><u>POST 22/27</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK: REF NO: 39/21/NC/RO</u></b>
<b><u>SALARY</u></b>	:	R257 508 - R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Regional Office Kimberley
	:	A grade 12 certificate or equivalent; 3 years' experience in the relevant field; Experience in budget matters at Government Departments; Knowledge of financial prescripts used in the Department (DFI); Basic Accounting Skills (BAS) A valid driver's licence; Skills and Competencies: Good communication (verbal and written); Computer literacy (MS Word, Excel and PowerPoint presentations); Ability to work under pressure; Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Coordinate and consolidate MTEF inputs of all DOJ offices in the Northern Cape; Coordinate meetings with office managers to confirm budget allocation to various responsibilities; Perform budget allocation and capturing on BAS; Provide monthly State of Expenditure Report to Management and budget information for decision making purposes; Ensure that all expenditure is in accordance to the measurable objectives of a programme; Ensure correct allocations are used; Compile correction journals; Monitor expenditure trends;
<b><u>ENQUIRIES</u></b>	:	Ms R de Klerk Tel No: (053) 802 1300
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application: To Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

<b><u>POST 22/28</u></b>	:	<b><u>MAINTENANCE INVESTIGATOR (4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 508 - R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate's Office, Thaba-Nchu: Ref No: 21/ 40 /FS (Re-Advertisement) Magistrate's Office, Harrismith: Ref No: 21/ 41 /FS: (Re-Advertisement) Magistrate Court, Mtunzini: Ref No: 21/75/KZN Magistrate Court, Newcastle (The successful candidate will also serve courts within Amajuba Magisterial District). Ref No: 21/76/KZN
<b><u>REQUIREMENTS</u></b>	:	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 drivers' 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. Develop a through understanding of all services procedures. Involved in the area of Maintenance and other areas of Family Law. Explain legal terminology and processes in simple languages. Manage time effectively and develop good facilitation skills. Think innovatively and work in pressured environment. Assist the court in the conducting of Maintenance enquiries.
<b><u>DUTIES</u></b>	:	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/ect. Draft investigation reports.
<b><u>ENQUIRIES</u></b>	:	Free State: Ms. NM Dywili Tel No: (051) 407 1800. Kwazulu-Natal: Ms M.P. Khoza Tel No: (031) 372 3000
<b><u>APPLICATIONS</u></b>	:	Free State: Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301 Kwazulu-Natal: Please direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban
<b><u>NOTE</u></b>	:	Separate applications must be made quoting the relevant reference number
<b><u>POST 22/29</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: FLEET MANAGEMENT: REF NO: 21/70/KZN</u></b>
<b><u>SALARY</u></b>	:	R257 508 - R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Regional Office, Durban
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree/National Diploma in Commerce, Accounting or Economics or equivalent qualification; Minimum of years 3 working experience in financial environment (Supply Chain Management); A valid driver's license. Knowledge of the Preferential Procurement Policy Framework Act (PPPFA), BBBEE and Treasury Regulations; Knowledge of Supply Chain Management Framework and Asset Management. Skills and Competencies: Computer literacy (MS Office and Excel); Good communication skills (verbal and written); Planning and organizing skills; Project management skills; Client orientation and customer focus skills; Financial management skills; Presentation and facilitation skills; Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Facilitate the Procurement of Assets (fleet); Ensure proper fleet management in the province; Ensure that the queried transaction reports are attended to the finality; Ensure the traffic fines are followed up to the finality; Physical verification of Assets (Fleet); Ensure fleet on the Asset register corresponds with the fleet on the floor; Control and monitor the issuing of the petrol cards in the province; Assist the Investigating Officers when investigating fraud and corruption in misuse of the fleet; Identify fleet that needs to be disposed; Advise the Disposal Committee about the disposal method for fleet in the province; Provide administrative support related to client services; Applying the Public Service Act & various administrative duties on Transport Officer and performing all functions /

duties / procedures and related to this job; File all the transport documents; Transport documents should be kept under lock; Tracing of files and documents when required; Update Asset Register regularly; Ensure correct quality and quantity receipt and issue of goods and services; Ensure proper management of warehouses.

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

**POST 22/30** : **ADMINISTRATIVE OFFICER: LEGAL ADMINISTRATION: REF NO: 21/71/KZN**

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

**CENTRE** : Regional Office, Durban  
**REQUIREMENTS** : Bachelor's Degree in Administration or equivalent relevant qualification and one year experience in the justice system and/or relevant sector environment; A valid driver's licence. Willingness to travel Skills and Competencies: Computer literacy (including Word, Excel, Powerpoint); Facilitation and Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.

**DUTIES** : Key Performance Areas: Act as secretariat for meetings; collate and analyse statistics from the courts and stakeholders; prepare reports and memoranda; deal with complaints; assist to ensure the effective administration of the specialised Courts ( maintenance, domestic violence, equality courts, sexual offences courts, Children's Courts, Protection from Harassment) and Small Claims courts in the province; participate in Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration; organise and participate in outreach programmes and trainings in the province; deal with and assist with general administrative duties within the Directorate as required.

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

**POST 22/31** : **SENIOR HUMAN RESOURCE OFFICER: REF NO: 21/72/KZN**

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

**CENTRE** : Regional Office, Durban  
**REQUIREMENTS** : A Grade 12 certificate or equivalent qualification; Three (3) years' experience in Human Resources in the Public Sector. Recommendation: Extensive knowledge of Persal system and successful completion of Persal introduction and Persal Administration courses. Experience on leave management will serve as an advantage; A valid driver's license. Skills and Competencies: Excellent Communication (written and verbal) skills; Computer literacy (Ms. Word and Excel), Good interpersonal relations; Accuracy and attention to detail. Ability to analyse large volumes of data.

**DUTIES** : Key Performance Areas: Respond to verbal and written enquiries related to Human Resources Service Benefits. Provide monthly statistics of HR functions within Service Benefits and analyze Reports. Supervising the processes of service terminations by complying with the Determination on Service Terminations & Government Employees Pension Laws. Supervising the processing of other service benefits such as long service recognition, overtime and IOD by complying with the Determinations, PSCBC Resolution No 3 of 1999 as well as Departmental Policies. Supervising the processing of leave matters by complying with the Determination on Leave of absence as well as Departmental circulars/policies on leave.

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

- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban
- POST 22/32** : **CHIEF ADMINISTRATION CLERK: REF NO: 21/78/KZN**
- SALARY** : R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate’s Court, Emlazi
- 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: 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** : Ms V Mlandeliso Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place off Anton Lembede Street, Durban