

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 12 July 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. 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.

OTHER POSTS

POST 23/08 : **FAMILY ADVOCATE REF NO: 21/VA34/NW**

SALARY : R763 212 – R822 192 per annum. (LP7): (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Office of the Family Advocate NW- Mafikeng
An LLB Degree or recognised 4 year legal qualification; Admission as an Advocate; The right of appearance in High Court of South Africa; Five (5)years litigation experience; A valid driver's licence and willing to travel within the province. Skills and Competencies: Good communication skills, both verbal and writing; Litigation and Advocacy skills; Research, investigation, monitoring, evaluation and report writing skills with intention to detail and Diversity, Dispute and Conflict Resolution skills; Proven track record of previous managerial experience will be an added advantage; Case flow management.

DUTIES : Key Performance Areas: Execute the mandate of the office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Attend to Hague Convention matters when delegated to do so; Endorse settlement agreements or commenting thereof; Institute and conduct enquiries to ascertain the best interest of children by means of ADR procedure and evaluation; Attend to all relevant circuit courts within North West Province.

ENQUIRIES APPLICATIONS : Advocate KJ Mokwele Tel No: (018) 462 1630/5
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

POST 23/09 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 2021/29/MP**

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

CENTRE REQUIREMENTS : Regional Office, Mpumalanga
A recognized and appropriate three-year tertiary qualification in Human Resources / Public Management / Public Administration; Minimum of 3-5 years' experience on

Service Benefits and /or Recruitment& Selection, of which three(3) years should be on Assistant Director level; Knowledge and application of Public Service prescripts, Knowledge of relevant HR management and legislations and directives, Public Finance Management Act and Labour Relations Act; A valid driver's license .Skills and Competencies: Recruitment and Selection; Talent Management; Employment Equity; Service conditions; Computer literacy including extensive experience in PERSAL; Extensive knowledge and understanding of all Acts governing HR practices; Communication and people management skills; Good drafting and report writing skills; and Ability to liaise with staff at all levels;

DUTIES : Manage the Recruitment and Selection process; appointments, probations, acting allowances; & transfers; Coordinate organizational structure, job profiles and job evaluations; Ensure the integration of transformation imperatives within the Region; Manage and monitor implementation and oversight reports of service benefits (leave, housing, IOD, terminations, long service awards, resettlement and Pensions), for both Judiciary and Administrative Personnel; Manage conditions of service and employee Benefits, in respect of general conditions of service, with specific reference to, amongst others, the Government Employees, Pension Fund, PILLIR, overtime, housing allowances; Monitor the utilization of Itirele by both Judicial Officers and administrative personnel; Provide monthly analysis reports; Implement and monitor all Performance Management activities.

ENQUIRIES APPLICATIONS : Ms DCM Knoop Tel No: (013) 753 9300/219
: The Regional Head, Private Bag X11249, Nelspruit, 1200

POST 23/10 : **DEPUTY DIRECTOR: STRATEGIC PLANNING: REF NO: 21/169/DG**

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

CENTRE REQUIREMENTS : National Office, Pretoria
: A Degree or National Diploma in Strategic Management or equivalent qualification; Minimum of 3 years on management level (Assistant Director); Knowledge of Strategic planning process; Understanding of administrative procedures relating to Parliamentary or Cabinet process; Understanding of government policies development process. Skills and Competencies: Communication skills (verbal and written); Computer Microsoft Office (PowerPoint, Outlook, Excel. etc); Research and analytical skills; Strong leadership with strategic capabilities; Problem solving skills; Accuracy and attention to details; Planning and Organizing skills; Project management; Presentation and facilitation skills.

DUTIES : Key Performance Areas: Develop strategic planning guidelines and policies; Manage the development and submission of strategic plans, operational performance plans, government programme of action and annual performance plans; Analyse organisational environment, organisational performance and provide strategic inputs; Manage planning on departmental programmes; Determine the alignment of strategic priorities with the budget documents; Provide effective people management.

ENQUIRIES APPLICATIONS : Ms D Modibane Tel No: (012) 315 1668
: 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.

POST 23/11 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION: REF NO: 21/168/DG**

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

CENTRE REQUIREMENTS : National Office: Pretoria
: National Diploma/Degree in Public Administration, Monitoring evaluation and Quality Management or equivalent qualification; 3 year experience in Performance Planning, Monitoring and Evaluation of which 3 years will be at management level (Assistant Director); Knowledge of framework for strategic level plan, Annual Plan, Performance Information and other relevant prescripts; Knowledge and understanding of Policy Development; A valid driver's license. Skills and Competencies: Communication skills (verbal and written); Computer Microsoft Office (PowerPoint, Outlook, Excel. etc); Presentation and facilitation skills; Research and analytical skills; Strong leadership with strategic capabilities; Problem solving skills; Numerical and analytical; Planning and organizing skills; Ability to work under pressure.

DUTIES : Key Performance Areas: Develop, implement, manage and review the overall Monitoring, Reporting and Evaluation system; Manage adherence to signed

procedures and that the department reports have proper source document; Conduct planning and coordination of data collection process automated reporting; Compile in-year reports (monthly, quarterly) and annual performance reports; Manages evaluations and development of the evaluation system; Provide effective people management.

ENQUIRIES : Ms D Modibane Tel No: (012) 315 1668
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

POSTS 23/12 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT: REF NO: 2021/30/MP**

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

CENTRE : Regional Office Mpumalanga
REQUIREMENTS : Degree or 3 years National Diploma in Public Management/Administration or equivalent qualification; Minimum of three years' experience in either Building Management/Maintenance or Project Management; Three (3) years practical experience in Facilities Planning and Management including space audit; Practical experience in managing external service providers; Knowledge and understanding of Fixed Asset Management, PFMA, and GIAMA; Knowledge and understanding of Government procurement process relating to procurement of assets; A valid driver's license. Skills and Competencies: Project Management; Financial Management skills; Leadership and Managerial skills; Communication skills (verbal and written); Strategic and conceptual orientation; Team orientated and results driven; Interpersonal relations and customer orientation; Creative and analytical skills; Conflict management skills; continual learning and information search; Computer literacy

DUTIES : Key Performance Areas: Manage overall space of the Region; Monitor and report on all major projects undertaken in the Region; Monitor proper implementation of Departmental Maintenance Plan as well as day to day Maintenance, Form part of the planning process and Liaise with DPW for acquisition of land for the construction of new facilities; Prepare and manage Provincial maintenance Property plans and budget; Assist in identifying and compiling submissions for inclusion of offices in RAMP projects; Provide facilities management services including procurement of leased accommodation; Maintenance and capital works projects identification and support ;Provide office support services (including information, document management, technology and transport management), manage cleaning and Gardening services.

ENQUIRIES : Ms. NC Maseko: Tel No: (013) 753 9300 Ext: 224
APPLICATIONS : The Regional Head, Private Bag X11249, Nelspruit, 1200

POST 23/13 : **AREA COURT MANAGER (DEPUTY DIRECTOR) (3 POSTS)**

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

CENTRE : Mbombela Magistrate Office Ref No: 2021/31/MP
 Evander Magistrate Office Ref No: 2021/32/MP
 Rustenburg Cluster Ref No: 21/Va35/NW

REQUIREMENTS : An appropriate three-year Bachelor's Degree or equivalent qualification; Three years' management experience; Knowledge and experience of financial management and PFMA. Office and district administration will serve as strong recommendation; A valid driver's license; Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Interpersonal relations; Communication (verbal and written); Accuracy and attention to detail.

DUTIES : 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; 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

ENQUIRIES : Nelspruit: Ms NC Maseko Tel No: (013) 753 9300/224
 Mahikeng: Ms. L Shoai Tel No: (018) 397 7061

APPLICATIONS : **Mpumalanga:** The Regional Head, Private Bag X11249, Nelspruit, 1200

North West: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

- NOTE** : Separate applications must be made quoting the relevant reference number
- POST 23/14** : **COURT MANAGER: REF NO: 21/46/KZN**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Durban
: A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent relevant qualification; At least 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: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
- DUTIES** : Key Performance Areas: Manage courts and places of sitting within EThekweni Metro; Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreements.
- ENQUIRIES APPLICATIONS** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
: Quoting 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 23/15** : **COURT MANAGER REF NO: 21/47/KZN**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Court, Emlazi
: A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent relevant qualification; At least 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: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
- DUTIES** : Key Performance Areas: Manage courts and places of sitting within EThekweni Metro; Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreements.
- ENQUIRIES APPLICATION** : Ms V.T. Mlandeliso 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 23/16** : **COURT MANAGER: REF NO 21/48/KZN**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Nongoma
- REQUIREMENTS** : A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent relevant qualification; At least 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: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
- DUTIES** : Key Performance Areas: Manage courts and places of sitting within Nongoma Local Municipality; Metro; Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreements.
- ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quoting 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 23/17** : **COURT MANAGER: REF NO: 21/49/KZN**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court, Port Shepstone
- REQUIREMENTS** : A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent relevant qualification; At least 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: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.
- DUTIES** : Key Performance Areas: Manage courts and places of sitting within Ugu Local Municipality; Metro; Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreements.
- ENQUIRIES** : Ms V.T. Mlandeliso Tel No: (031) 372 3000
- APPLICATIONS** : Quoting 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 23/18** : **COURT MANAGERS (7 POSTS)**
- SALARY** : R470 040 – R553 677 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Court Ntsikazi: Ref No: 2021/33/MP
Magistrate Court, Barberton: Ref No: 2021/34/MP
Magistrate Court, Eerstehoek: Ref No: 2021/35/MP
Magistrate Court, Secunda: Ref No: 2021/36/MP

Magistrate Court, Balfour: Ref No: 2021/37/MP
Magistrate Court, Mashishing: Ref No: 2021/38/MP
Magistrate Court, Evander: Ref No: 2021/45/MP

REQUIREMENTS : A 3 year qualification in Administration (NQF level 6) and/or a National Diploma in Services Management (NQF level 5) plus the module in Case Flow Management or equivalent qualification; At least 3 years' 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: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

DUTIES : Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court management; Manage service level agreements.

ENQUIRIES : Ms KN Zwane Tel No: (013) 753 9300/249
APPLICATIONS : The Regional Head, Private Bag X11249, Nelspruit, 1200
NOTE : Separate applications must be made quoting the relevant reference number

POST 23/19 : **SENIOR LEGAL ADMINISTRATION OFFICER; REF NO: 21/50/KZN**

SALARY : R473 820 – R1 140 828 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office, Durban
REQUIREMENT : LLB degree or 4-year recognized legal qualification; At least eight (8) years' appropriate post qualification legal experience; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele, Victim's Charter and Restorative Justice; A valid driver's license and the willingness to travel; Knowledge on the implementation of legislation affecting vulnerable groups; Proficiency in isiZulu will be an added advantage. Skills and Competencies: Computer literacy, including the ability to prepare Power-point presentations and use Excel; Excellent communication skills (both verbal and written); Leadership skills; Ability to do Presentations, public education and training; Good inter-personal and inter-cultural relations and ability to liaise with senior officials and stakeholders Problem solving skills; Ability to compile reports and analyze statistics; Report writing and drafting skills; Time management skills; Accuracy and attention to detail.

DUTIES : Key Performance Areas: Manage State losses within the Department i.e. deal with disposal, recovery and mitigation of losses; Identify and conduct training of officials dealing with Vulnerable Groups at the courts; Responsible for special projects on Gender, Persons with disabilities and the Elderly; Represent the Regional Office on Inter-Departmental Committees; Ability to chair the various Provincial Fora; Manage the implementation of various pieces of legislation aimed at protecting the rights of vulnerable groups; Conduct outreach events and trainings on various pieces of legislation; Ensure that the strategic responsibilities in respect of Regional Civil Courts, Sexual Offences Courts, Small Claims Courts, Equality Courts and Restorative Justice are met; Respond to petitions, representations and complaints from members of the public, civil society and other Government Departments. Manage statutory appointments.

ENQUIRIES : Ms M.P. Khoza Tel No: (031) 372 3000
APPLICATIONS : Quoting 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 23/20 : **ASSISTANT DIRECTOR- ADMINISTRATION: REF NO: 87/2021/FA/WC**

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

CENTRE : Office of The Family Advocate, Cape Town

- REQUIREMENTS** : A Bachelor's Degree in Public Administration or equivalent qualification; Three (3) years Supervisory/ Management experience; Knowledge of Public Service, legislation and prescript; Knowledge of Public Finance Management Act, Treasury Regulations and Departmental Financial Instructions; Basic knowledge of the core functions of the office of the Family Advocate; A valid driver's license. Skills and Competencies: Communication (verbal and written) skills; Good interpersonal relations; Computer literacy; Ability to operate technical equipment; Motivating skills; Organising skills; Leadership skills; Finance Management skills; Project Management.
- DUTIES** : Key Performance Areas: Effectively manage and monitor performance management processes in the office of the Family Advocate and the province; Collation and quality assurance of performance information monthly; Manage and monitor Human Resource related functions and effective administrative performance of the offices in the province; Manage assets, procurement and budget function of the office of the Family Advocate and provincially; Assist with case flow management and ensure compliance with all monthly statistical and financial reports of the province; Monitor and manage all assets and risk in the office of the Family Advocate and the province.
- ENQUIRIES APPLICATIONS** : Advocate S Ebrahim Tel No: (021) 426 1216
- FOR ATTENTION NOTE** : Please forward your application to: Regional Head: Private Ba Rose House, 5th Floor, Cape Town.
: Mr M Koopman
: People with disability are encouraged to apply.
- POST 23/21** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING: REF NO: 21/150/DG**
Re advert Candidates who applied on the initial advert need not re-apply as their application will still be considered.
- SALARY** : R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
: National Diploma/ Bachelors Degree in Administration or any relevant qualification (NQF6); Minimum of 3 years' experience in strategic planning; Knowledge and understanding of Policy Development; A valid driver's license. Knowledge and understanding of Strategic planning frameworks, systems, procedures and processes applicable in the Public Service. Skills And Competencies: Computer literacy (MS Word, Excel and Power Point); Research and analytical skills; Report writing skills; Accuracy and attention to detail; Communication skills (verbal and written); Presentation and facilitation skills; Planning and organizing skills; Analytical skills;
- DUTIES** : Key Performance Areas: Facilitate the development and implementation of planning policies and prescripts; Facilitate the development and submission of strategic plan, annual performance plan and operational plan. Assist with the coordination of annual strategic planning sessions. Assist with the alignment of the strategic plans with the Department's strategic goals and other planning documents; Provide technical support and advice to branches on strategic planning matters; Ensure timeous submission of planning documents to oversight institutions; Facilitate planning on departmental programmes.
- ENQUIRIES APPLICATIONS** : Mr O. Melato Tel No: (012) 315 1351
: Quoting the relevant reference number, direct your application to: Postal address The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. Or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply.
- POST 23/22** : **ADMINISTRATIVE OFFICER (5 POSTS)**
- SALARY** : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Balfour Magistrate Office Ref No: 2021/43/MP
Belfast Magistrate Office Ref No: 2021/42/MP
Carolina Magistrate Office Ref No: 2021/41/MP
Ga-Nala Magistrate Office Ref No: 2021/40/MP
Middelburg Magistrate Office Ref No: 2021/50/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; A valid driver's license. 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 LT Mndebele Tel No: (013) 753 9300/20
- APPLICATIONS** : The Regional Head, Private Bag X11249, Nelspruit, 1200 N/B: No emails, no fax and no hand delivery
- POST 23/23** : **SOCIAL WORKERS/FAMILY COUNSELLOR (2 POSTS)**
- SALARY** : R257 592 – R298 614 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Family Advocate: Durban Ref 21/51/KZN
Family Advocate: Pietermaritzburg Ref 21/52/KZN
- REQUIREMENTS** : Bachelor's Degree in Social Work or equivalent relevant qualification which allows for professional registration with the SA Council for Social Service Professions (SACSSP); Proof of registration with SACSSP; Knowledge and experience in Mediation; Court experience in rendering expert evidence; Knowledge and application of Family Law, including Mediation in Certain Divorce Matters Act, Children's Act; Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license; Experience in a Forensic setting will be an added advantage. Skills and Competencies: Computer literacy (MS Word, Excel, PowerPoint); Excellent 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 care, contact, guardianship, relocation, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations in the best interest of the child in family law disputes; Act as expert witness for the Family Advocate in Court; Assisting beneficiaries in the functions and role of the Office of the Family Advocate; Travel to conduct inquiries and interview parties and source references in family law disputes; Case management of matters allocated; Achieve targets set.
- ENQUIRIES** : Ms V.T. Mlandeliso Tel No: (031) 372 3000 or Ms C.S. Sikhonde Tel No: (031) 372 3000
- APPLICATIONS** : Quoting 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 23/24** : **MAINTENANCE OFFICER: (MR 2): REF NO: 2021/99/GP**
- SALARY** : R230 259 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Vanderbijlpark
- REQUIREMENTS** : LLB Degree or recognised 4 years' legal qualification; At least 1 year appropriate post qualification legal experience; Extensive knowledge of the maintenance system and family law matters; Proficiency in the following languages: English, South Sotho and Afrikaans; Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; A valid driver's license. Skills and Competencies: Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work under pressurized environment. Ability to: Work with the public in a professional and empathetic manner; Develop a thorough understanding of all services and procedures in the area of Maintenance and other areas of Family Law; Explain legal terminology

- and processes in simple language; Manage time effectively and develop good facilitation skills; Think and write clearly; Think innovatively and work in pressured environment; Facilitate communication between people with Maintenance disputes.
- DUTIES** : Key Performance Areas: Perform the powers duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial; Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervise the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.
- ENQUIRIES** : Ms T Maphoto Tel No: (011) 332 9000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 or physical address: Regional Office –Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis street, Johannesburg
- POST 23/25** : **LEGAL ADMINISTRATION OFFICER (MR1 - MR3) REF NO: 21/53/KZN**
- SALARY** : R198 411 - R276 948 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Durban
- REQUIREMENTS** : LLB degree or 4-year recognized legal qualification; A sound knowledge of the South African Legal system; An understanding of the principles of Batho Pele, Victim's Charter and Restorative Justice; A valid driver's license and the willingness to travel; Knowledge on the implementation of legislation affecting vulnerable groups; Proficiency in isiZulu will be an added advantage. Skills and Competencies: Computer literacy, including the ability to prepare Power-point presentations and use Excel; Excellent communication skills (both verbal and written); Ability to do presentations, public education, awareness and training; Good inter-personal and inter-cultural relations and ability to liaise with senior officials; Problem solving skills; Ability to analyze statistics; Report writing skills; Minutes taking skills; Time management skills; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Identify and conduct training of officials dealing with Vulnerable Groups at the courts; Responsible for special projects on Gender, Persons with disabilities and the Elderly; Represent the Regional Office on Inter-Departmental Committees; Act as secretariat for Provincial Fora; Collation and analyzing of data; Preparation of reports and memoranda; Manage the implementation of various pieces of legislation aimed at protecting the rights of vulnerable groups; Conduct outreach events on various pieces of legislation; Ensure that the strategic responsibilities in respect of Sexual Offences Courts, Small Claims Courts, Equality Courts, Regional Civil Courts and Restorative Justice are met; Ensure the implementation of Victim's Charter in the Province; Respond to petitions, representations and complaints from members of the public, civil society and other Government Departments; Deal with the disposal, recovery and mitigation of losses; Deal with statutory appointments e.g. commissioners of oaths.
- ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quoting 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 23/26** : **MAINTENANCE OFFICER REF NO: 21/55/KZN**
- SALARY** : R198 411 – R912 504 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: Newcastle (The successful candidate will also serve courts within Amajuba Magisterial District.
- REQUIREMENTS** : LLB Degree or recognized 4 year legal qualification. Skills and Competencies: 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; 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. A valid driver's license.
- DUTIES** : Key Performance Areas: Perform duties or functions of a Maintenance Officer for offices under Newcastle Cluster; Perform duties or functions of a Maintenance Officer

in terms of the Maintenance Act; 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 C.S Sikhonde Tel No: (031) 372 3000
- POST 23/27** : **REGISTRAR REF NO: 21/54/KZN**
- SALARY** : R198 411 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Office, Newcastle: (The Successful Candidate Will Also Serve Vryheid, Madadeni, Ladysmith, Dundee, Nongoma, Pongola and Ingwavuma Magistrates Courts).
- REQUIREMENTS** : LLB degree or recognized 4 year legal qualification; A valid driver's license. Skills and Competencies: Case flow management; Dispute Resolution; Legal drafting; Legal research; Office management, planning and organization skills; Good communication (written and verbal); Good interpersonal relations; Computer literacy (MS Office); Ability to interpret acts and regulations; Negotiation, motivation, customer relations, self-management and stress management skills.
- DUTIES** : Key Performance Areas: Provide support to magistrate courts within Cluster B. Co-ordinate Case Flow Management support services to the judiciary; Issue all processes that initiate court proceedings; Process and grant judgments by default as required by the Magistrates Court Act, 1944 at the court where stationed; Issue, keep, check and analyse court statistics; Issue court orders; Manage the civil and criminal Sections, including divorce cases; Assist the public with court procedures; Process reviews and appeals; Implement rules, procedures and practices and costs periodically in co-operation with the judiciary and Court Manager; Manage court information relating to civil and criminal sections including the keeping of statistics and the submission of returns to the Court Manager and the Department; Exercise control over case records as well as the record room and deal with the files in terms of the Archives Code/Act; Give attention to and execute request from the judiciary in connection with cases and other case related matters; Tax legal bills of costs and attend to the review which may follow from such taxation; Ensure annotation of relevant publications, codes, acts and rules; Write and respond to correspondence; Provide practical training and assistance to the clerks of court in the lower courts.
- ENQUIRIES** : Ms C.S Sikhonde Tel No: (031) 372 3000
- APPLICATIONS** : Quoting 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