

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE
NOTE

- : 13 September 2021
- : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. 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 licence 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 licence 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 30/54**

- : **BUSINESS ANALYS REF NO: 21/201/ISM**
(06 Months Contract Appointment)

SALARY

- : R733 257 – R863 748 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
REQUIREMENTS

- : National Office: Pretoria
- : An undergraduate qualification (NQF level 6) as recognized by SAQA in Information Technology, Computer Systems or Computer Science; An understanding of the Public Service Sector and application of legislation, policies and regulation; A minimum of 3 years at management/supervisory level; 2 years' experience in Business Analysis; Knowledge and understanding of System Analysis; Solution Architecture, Software Development Lifecycle Methodologies (SDLC) (Agile and Waterfall Methodologies); Knowledge and understanding of Corporate Governance of ICT Policy Framework, Public Service Regulations and Public Finance Management Act; Skills and Competencies: Good communication (written and verbal) skills; Project Management skills; Applied strategic thinking; Budget and financial management; Diversity management; Good interpersonal relations and Problem solving; Planning and organizing; Networking and building bonds; Ability to work in a team.

DUTIES

- : Key Performance Areas: Plan and manage the analysis and optimization of business processes for ICT solutions; Manage the design of ICT solutions; Manage the quality of the development of ICT solutions; Ensure the participation of the Analysts in Pilot Site implementation; Manage human, finances and other resource.

ENQUIRIES
APPLICATIONS

- : Mr J. Maluleke Tel No: (012) 315 1090
- : 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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 30/55</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6): REF NO: 21/198/SA</u> (12 Months Contract Appointment)
<u>SALARY</u>	:	R510 432 – R1 192 947 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	State Attorney: East London 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 licence. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<u>DUTIES</u>	:	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 insolvency, 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Ngomani Tel No: (012) 357 8661 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.
<u>NOTE</u>	:	1 People with disabilities are encouraged to apply 2. A current certificate of good standing from the relevant Law Society must accompany the application.
<u>POST 30/56</u>	:	<u>DEPUTY MASTER MR-6 (X2 POSTS)</u>
<u>SALARY</u>	:	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.
<u>CENTRE</u>	:	Master of the High Court: (Pretoria) Ref No: 21/178/MAS (X1 Post) Master of the High Court (Nelspruit) Ref No: 21/194/MAS (X1 Post)
<u>REQUIREMENTS</u>	:	LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court and Masters environment including Guardian's Fund; Skills And Competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute Resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties in terms of the Act by virtue of the delegation of South African Receiver of Revenue; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure that all functions within the office contribute towards the Strategic direction of the Masters Branch and ultimately the Departmental strategic objectives; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.
<u>ENQUIRIES</u>	:	Mr R Chauke Tel No: (012) 315 1329 & Mr C Msiza Tel No: (012) 315 4754

<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. Separate applications must be made quoting the relevant reference.
<u>POST 30/57</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 21/ 64 /FS</u>
<u>SALARY</u>	:	R316 791- R373 167 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate's Office: Reitz
	:	Three years Bachelor's degree /National Diploma in Public Management, Administration or equivalent; 3 years administration experience; Skills and Competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management Computer Literacy (Microsoft packages); Knowledge of asset management; knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management.
<u>DUTIES</u>	:	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; Manage the facility; 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; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NM Dywili Tel No: (051) 407 1800
	:	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
<u>POST 30/58</u>	:	<u>ADMINISTRATION OFFICER REF NO: 21/VA61/NW</u>
<u>SALARY</u>	:	R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement
<u>CENTRE REQUIREMENTS</u>	:	Mankwe Magistrate Court
	:	Three years Bachelor's Degree /National Diploma in Public Management, Administration or equivalent; 3 years administration experience; Skills and Competencies: Sound Knowledge of Financial Management (Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy (Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management
<u>DUTIES</u>	:	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; Manage the facility; 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; General Supervision of Administration staff and Implement formal and informal disciplinary matters; 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; Manage human resource in the office.
<u>ENQUIRIES NOTE</u>	:	Ms. L Shoai Tel No: (018) 397 7061
	:	All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

<u>POST 30/59</u>	:	<u>ADMINISTRATION OFFICERS REF NO: 21/193/SA (X2 POSTS)</u> (12 Months Contract Appointment)
<u>SALARY</u>	:	R316 791 + 37% = R434 003.67 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Port Elizabeth
<u>REQUIREMENTS</u>	:	3 years 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, Departmental Financial Instruction and Treasury Regulations; A valid driver's licence. Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Interpersonal skills; Problem solving; Planning and organizing; Ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Perform budget administration service on behalf of the Office of the Solicitor General; 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.
<u>ENQUIRIES</u>	:	Ms. K Ngomani Tel No: (012) 357 8661
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 30/60</u>	:	<u>ASSISTANT STATE ATTORNEY, (LP3-LP4) (X2 POSTS)</u>
<u>SALARY</u>	:	R301 452 – R847 047 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney Port Elizabeth Ref No: 21/196/SA (X1 Post) State Attorney: Polokwane Ref No: 21/192/SA (X1 Post)
<u>REQUIREMENTS</u>	:	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 license; Right of appearance in the High Court of South Africa; Conveyancing experience; Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management.
<u>DUTIES</u>	:	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; Render legal opinion and advice; Handle all forms of inter-departmental arbitrations and debt collection; Represent in matters of arbitration proceedings.
<u>ENQUIRIES</u>	:	Ms. K. Ngomani Tel No: (012) 357 8661(Port Elizabeth) and Mr G Kooko Tel No: (012) 315 1152 (Polokwane).
<u>APPLICATIONS</u>	:	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. Separate applications will be made quoting the relevant reference number.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 30/61</u>	:	<u>ASSISTANT STATE ATTORNEY, (LP3-LP4) (CONVEYANCING) REF NO: 21/171/SA</u> (Re-Advertisement)
<u>SALARY</u>	:	R301 452 – R847 047 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	State Attorney: Cape Town
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; Right of appearance in the High Court of South Africa; At least 2 years

		appropriate post qualification legal/litigation experience; Conveyancing experience; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal); Creative and analytical skills; Supervisory and mentoring skills; Problem solving and conflict management.
<u>DUTIES</u>	:	Key Performance Areas: Draft, prepare and register conveyancing and Notarial documents; Give effect to the Department's Strategic Plans, policies and prescripts; Provide supervision and training to other professional staff; Maintain record of work performed and provide statistics required; Perform functions normally performed by a conveyancer and notary.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Seerane Tel No: (012) 315 1780
	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 30/62</u>	:	<u>SENIOR COURT INTERPRETER REF NO: 21/62/FS</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Magistrate Office: Virginia
	:	NQF level 4 / Grade 12. National Diploma: Legal Interpreting at NQF level 5 or any other equivalent qualification in the field of languages and minimum of three (3) years practical experience in court interpreting; or Grade 12 with ten years practical experience in court interpreting A valid driver's license will be an added advantage; Knowledge of Legislation which governs transparency and confidentiality in the Public Service (Act 2 of 2000) as amended Language Proficiency: English, Afrikaans, IsiXhosa, IsiZulu & Sesotho. Skills and Competences: Excellent communication, Listening, Inter-personal relations, Problem solving, Planning and organising and Analytical thinking skills. Time management. Confidentiality and ability to work under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Render interpreting services; Translate legal document and exhibits; Develop terminology; Assist with the reconstruction of Court Records; Perform Specific Line and administrative Support functions; Control and supervise interpreters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NM Dywili Tel No: (051) 407 1800
	:	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
<u>POST 30/63</u>	:	<u>VETTING ADMINISTRATOR REF NO: 21/195/CFO</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office: Pretoria
	:	Administration/Secretarial Diploma or equivalent qualification; 3 years' experience in rendering a support/administrative service; Knowledge on the relevant legislation, policies, prescripts and procedures; Skills and Competencies: Computer literacy (Ms Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Problem solving and analysis; Teamwork; Listening skills; Interpersonal relations; Planning and organising; Ability to work under pressure; Self-management and motivation.
<u>DUTIES</u>	:	Key Performance Areas: administer the filing system for all vetting documents within the Department; Renders administrative support services; Provides support to the Head of the Unit and the other staff regarding vetting operational meetings; Liaise regularly with SSA on vetting matters particularly in relation to administrative systems and processes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. O Melato Tel No: (012) 315 1351
	:	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

<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 30/64</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: 21/186/MAS</u>
<u>SALARY</u>	:	R257 508 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 certificate, or equivalent qualification; Minimum of 3 years' experience in administration; Skills and Competencies: Good communication skills (verbal & written); Interpersonal relations; Planning and organizing skills; Computer literacy (MS Excel, PowerPoint and MS word); Ability to work under pressure, independently and as a team.
<u>DUTIES</u>	:	Key Performance Areas: Supervise and render general clerical support services; Supervise and provide supply chain clerical support services within the component; Supervise and provide personnel administration clerical support services within the component; Supervise and provide financial administration support services within the component; Provide effective people management; Supervise and render the general Registry services
<u>ENQUIRIES</u>	:	Mr R. Chauke Tel No: (012) 315 1329
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: 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 Street, Pretoria.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 30/65</u>	:	<u>ADMINISTRATIVE OFFICERS REF NO: 21/200/ISM (X19 POSTS)</u> (06 Months Contract Appointment)
<u>SALARY</u>	:	R257 508 + 37% = R352 785.96 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria Directorate: ICT: Testing & Quality Assurance (X1 Post) ICT: Service Operations (X2 Posts) ICT: Security Operations (X2 Posts) ICT: Business Applications (X2 Posts) ICT: Infrastructure Operations (X2 Posts) ICT: Planning & Monitoring (X1 Post) ICT: Enterprise Architecture (X2 Posts) ICT: Governance & Service Delivery (X2 Posts) ICT: Business Analysis & Development (X2 Posts) ICT: Programme and Project Management (X3 Posts)
<u>REQUIREMENTS</u>	:	NQF level 6 as recognized by SAQA in Public/ Business Administration; A minimum of 3 years relevant experience in Office Administration; Knowledge of Public Finance Management Act, Treasury Regulations and related policies, prescripts and procedures. Skills and Competencies: Communication skills (verbal & written); Decision making skills; Problem solving skills; Computer literacy; Ability to work as a team.
<u>DUTIES</u>	:	Key Performance Areas: Render records management support; Render secretarial/ logistical support; Render general administrative support services to the component; Provide operational support of ICT end-users devices and productivity solutions.
<u>ENQUIRIES</u>	:	Mr J. Maluleke Tel No: (012) 315 1090
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply.
<u>POST 30/66</u>	:	<u>LEGAL ADMINISTRATION OFFICER (MR3-MR5) REF NO: 21/197/CLO</u>
<u>SALARY</u>	:	R257 073 – R912 504 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria

<u>REQUIREMENTS</u>	:	An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of South African Legal system, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice; Experience in providing legal support in civil matters for and against the Department; Knowledge and experience in office administration; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Planning and decision-making skills; Interpersonal relations; Communication skills (written and verbal).
<u>DUTIES</u>	:	Key Performance Areas: Perform legal administrative duties of civil litigation matters in the Constitutional Court, Supreme Court of Appeal, High Courts, Equality Courts and Magistrate's Courts; Advise the Minister, Director-General and Chief Litigation Officer on all litigation matters affecting the Department; Represent the Department, its functionaries during consultations and liaise with and instruct the State Attorney with regard to civil matters; Draft legal papers; Manage and deal with Departmental losses, transport claims, debt recovery on behalf of the Department; Handle ad hoc tasks in line with instructions.
<u>ENQUIRIES</u>	:	Ms. K. Ngomani Tel No: (012) 357 8661
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
<u>POST 30/67</u>	:	<u>LEGAL ADMINISTRATION OFFICER – (MR3): FAMILY AND CIVIL SECTION REF NO: 21/VA62/NW</u>
<u>SALARY</u>	:	R257 073 – R293 940 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office- Mahikeng
<u>REQUIREMENTS</u>	:	An LLB Degree or 4 year recognized legal qualification; At least two (02) years appropriate post qualification legal experience; A valid driver's license. Skills And Competencies: Legal Research and drafting; Dispute Resolution; Project Management; Strategic Capability and leadership skills; Conflict and knowledge management; Report writing; Reliability; Excellent Communication (written and verbal); Computer literacy; Compliance management.
<u>DUTIES</u>	:	Key Performance Areas: Monitor Domestic Violence, NRSO, LGBTIQ, Appeals and Reviews; Minimum 2 years' experience on NRSO system; Facilitate legal research and interventions to improve performance; Respond to petitions, representations and complaints from Civil Society and other Government departments; Liaise with other departments and communities on programmes around crime prevention; Prepare memoranda for appointments of Commissioners of Oaths; Justice of Peace; Oversee the smooth functioning of specialized courts in the province; i.e Sexual Offences, Family, Equality and the Children's Courts; Train the community on the Victims Charter; Coordinate programmes related to children in custody, awaiting trial prisoners, small claims courts, the lay assessors system and maintenance; Supporting the Courts regarding quasi-judicial functions; Facilitate implementation on relevant legislation including the Victims Charter and the Restorative Justice National Policy Framework; Initiate, plan, implement and conduct community awareness campaign.
<u>ENQUIRIES</u>	:	Ms L Shoai Tel No: (018) 397 7061
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand delivery it at 22 Molopo Road, Ayob Gardens, Mafikeng.
<u>NOTE</u>	:	All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.