

# OCCUPATION SPECIFIC DISPENSATION (OSD)

# LEGALLY QUALIFIED PROFESSIONALS



Determination by:  
The Minister for Public Service and Administration

## GLOSSARY OF TERMS

Competencies	The specific knowledge, skills, judgement and personal attributes required for a legal professional to practice in a designated role and setting. The demonstrated ability to integrate the knowledge, skills and attitudes required for such performance. A particular mix of knowledge, skills attributes required to effectively perform a job/task/role.
EC	The relevant salary levels for the occupational category Estate Controller
Experiential Competency	Relates to an employee's capacity to meet the job requirements (job competency) in terms of the number of years appropriate experience after obtaining the required qualification
Functional	The technical expertise and knowledge required for a legally qualified employee to perform the prescribed functions of the post within the framework.
Generic	General (transversal) competencies that apply to the majority of staff in the legal environment
Grade 1,2, & 3	The relevant grades within one particular specified post
Grade (level)	A higher work level, with advanced duties, which requires more advanced competencies (at production level), which can be reached by means of grade progression.
Grade Progression	Grade progression is progression to the higher production level, within the production level post, as and when the employee complies with the stipulated criteria. Grade progression is <b>not</b> dependant on a vacancy or subject to the principle of open competition.
LP	The relevant salary levels for the occupational categories Candidate Attorney, State Attorney, Family Advocate and State Law Advisor
MR	The relevant salary levels for the occupational categories Legal Administration Officer, Maintenance Officer, Registrar and Master
Post (level)	A higher work level, with distinct duties (supervisory/managerial duties), which can be reached by means of post promotion.
Post Promotion	Promotion to a higher post, which is dependant on the availability of a funded vacancy, where the employee complies with the stipulated criteria and contends with other employees for the post through open competition.

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## DETERMINATIONS BY THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION

### Scope

1. The Minister for the Public Service and Administration has determined, in terms of section 3(3)(c), read with section 5(4) of the Public Service Act, 1994, GPSSBC Resolution 1 of 2008 and PSCBC Resolution 3 of 2008, **effective from 1 July 2007, the Occupation Specific Dispensation (post and salary structures) for legally qualified employees** who are employed in terms of the Public Service Act, 1994 and the Correctional Services Act, 1998. Therefore, it includes employees in the Departments of Defence, the South African Police Service and Education who are appointed in terms of Public Service Act, 1994.
2. This Occupation Specific Dispensation (OSD) covers the following categories of legally qualified employees in production posts where it is an inherent job requirement that the incumbent of the job (post) must have the prescribed legal qualification (LLB or otherwise determined by the Minister of Justice and Constitutional Development). -
  - 2.1. Assistant State Attorney;
  - 2.2. Family Advocate;
  - 2.3. State Law Advisor;
  - 2.4. Specialist Litigation (Advisory Services - State Law Advisors);
  - 2.5. Estate Controller;
  - 2.6. Master;
  - 2.7. Registrar;
  - 2.8. Maintenance Officer; and
  - 2.9. Legal Administration Officer.

### Implementation of the OSD and translation of current employees

3. The implementation of the OSD and the translation of employees **will not be done** programmatically from a central point by PERSAL due to the nature of the OSD (i.e. re-organisation of departmental post establishments and translation methodology). Departments will have to effect the translation of employees manually at departmental level.

4. In order to expedite and to ensure the consistent implementation of the OSD, the implementation thereof will be dealt with in terms of five (5) distinct phases. Phases A and B deal with matters related to the post establishment and implementation on the PERSAL system and will run concurrently. Phases C and D constitutes the first and second steps in the translation of existing employees to the OSD. Phase E deals with the special translation measures or arrangements.

**4.1. Phase A: Post establishment matters**

- 4.1.1. Departments are to ensure alignment of departmental post establishments with the post structure contained in the OSD as per Table 1.
- 4.1.2. In respect of the conversion of current posts at production levels, and for the creation of posts on these levels in future, departments **shall** only create posts on their establishments based on the post designation and post class code reflected in the OSD. Employees at production levels in the OSD, irrespective of the grade within the production level, are kept in service against the post on the establishment.
- 4.1.3. The primary objective with the re-alignment of departmental establishments should be to convert existing posts in line with the post structure in the OSD, and not the expansion of establishments, unless it is dictated by the revised post structure.

**TABLE 1: POST AND ORGANISATIONAL ESTABLISHMENT ARRANGEMENTS**

	JOB TITLE	INDICATORS
<b><u>CANDIDATE ATTORNEY</u></b>		
1	Candidate Attorney (Contract Posts)	<ul style="list-style-type: none"> <li>• Posts of Candidate Attorney constitute training levels and are Contract Posts.</li> <li>• Employees on the two production grades are kept in service against the post of Candidate Attorney</li> <li>• Candidate Attorney to apply for vacant, permanent post of Assistant State Attorney, Grade 1 upon successful completion of training</li> </ul>
<b><u>ASSISTANT STATE ATTORNEY</u></b>		
2	Assistant State Attorney, Grade 1 and Grade 2	<ul style="list-style-type: none"> <li>• Assistant State Attorney Grades 1 and 2 constitute entry level production post</li> <li>• Only posts of Assistant State Attorney are created on departments' establishments and employees on the 2 production grades are kept</li> </ul>

	<b>JOB TITLE</b>	<b>INDICATORS</b>
		<p>in service against this post</p> <ul style="list-style-type: none"> <li>• The post of Assistant State Attorney consists of 2 grades and members qualify for grade progression to Grade 2 when complying with prescribed grade progression requirements</li> <li>• Members qualify for pay progression based on performance</li> </ul>
3	Senior Assistant State Attorney , Grade 1 and 2	<ul style="list-style-type: none"> <li>• Senior Assistant State Attorney constitute advanced production levels</li> <li>• Only posts of Senior Assistant State Attorney are created on departments' establishments and employees on the 2 production grades are kept in service against this post.</li> <li>• The post of Senior Assistant State Attorney consists of 2 grades and members qualify for grade progression to Grade 2 when complying with prescribed grade progression requirements</li> <li>• Members qualify for pay progression based on performance</li> </ul>
4	Litigation Specialist: Deputy State Attorney	<ul style="list-style-type: none"> <li>• Litigation Specialist constitute high level, specialised production post</li> <li>• Only Post of Litigation Specialist: Deputy State Attorney is created on departments' establishments.</li> <li>• Members qualify for pay progression based on performance</li> </ul>
<b><u>FAMILY ADVOCATE</u></b>		
5	Family Advocate (Grades 1 and 2)	<ul style="list-style-type: none"> <li>• The post of Family Advocate constitutes a production post</li> <li>• Only posts of Family Advocates are created on departments' establishments and employees on the 2 production grades are kept in service against this post.</li> <li>• Family Advocates will upon compliance with qualifying criteria grade progress to Grade 2</li> <li>• Members qualify for pay progression based on performance</li> </ul>
6	Senior Family Advocate	<ul style="list-style-type: none"> <li>• Senior Family Advocate constitute advanced production levels</li> <li>• Only posts of Senior Family Advocate are created on departments' establishments.</li> <li>• Members qualify for pay progression depending on performance</li> </ul>
7	Litigation Specialist: Principal Family Advocate	<ul style="list-style-type: none"> <li>• Litigation Specialist constitute high level, specialised production post</li> <li>• Only post of Litigation Specialist: Principal Family Advocates is created on departments' establishments.</li> <li>• Members qualify for pay progression based on performance</li> </ul>
<b><u>STATE LAW ADVISOR</u></b>		
8	State Law Advisor (Grades 1 and 2)	<ul style="list-style-type: none"> <li>• The post of State Law Advisor constitutes a production post</li> <li>• Only posts of State Law Advisor are created on departments' establishments and employees on the 2 production grades are kept in service against this post.</li> <li>• State Law Advisors will upon compliance with qualifying criteria</li> </ul>

	<b>JOB TITLE</b>	<b>INDICATORS</b>
		<p>grade progress to Grade 2</p> <ul style="list-style-type: none"> <li>• Members qualify for pay progression based on performance</li> </ul>
9	Senior State Law Advisor	<ul style="list-style-type: none"> <li>• The post of Senior State Law Advisor constitutes a advanced level production post</li> <li>• Only posts of Senior State Law Advisors are created on departments' establishments.</li> <li>• Members qualify for pay progression based on performance</li> </ul>
10	Litigation Specialist /Advisor: Principal State Law Advisor	<ul style="list-style-type: none"> <li>• Specialist Advisor constitute high level, specialised production post</li> <li>• Only post of Principal State Law Advisor :Specialist Advisor is created on departments' establishments</li> <li>• Members qualify for pay progression depending on performance</li> </ul>
<b><u>ESTATE CONTROLLER</u></b>		
11	Estate Controller, Grades 1 to 4	<ul style="list-style-type: none"> <li>• The post of Estate Controller constitutes a production post</li> <li>• Only posts of Estate Controller are created on departments' establishments and employees on the 4 production grades are kept in service against this post.</li> <li>• Estate Controllers will upon compliance with qualifying criteria be able to grade progress to next higher grade</li> <li>• Members qualify for pay progression depending on performance</li> </ul>
<b><u>ASSISTANT MASTER AND DEPUTY MASTER</u></b>		
12	Assistant Master, Grades 1 to 5	<ul style="list-style-type: none"> <li>• This post constitutes a production post</li> <li>• Only posts of Assistant Master are created on departments' establishments and employees on the 5 production grades are kept in service against this post.</li> <li>• Assistant Masters will upon compliance with qualifying criteria to grade progress</li> <li>• Members qualify for pay progression depending on performance</li> </ul>
13	Deputy Master	<ul style="list-style-type: none"> <li>• This post constitutes a supervisory post</li> <li>• Only posts of Deputy Masters are created on departments' establishments.</li> <li>• Members qualify for pay progression depending on performance</li> </ul>
<b><u>LEGAL ADMINISTRATION OFFICER</u></b>		
14	Legal Administration Officer, Grades 1 to 5	<ul style="list-style-type: none"> <li>• This post constitute a production post</li> <li>• Only posts of Legal Administration Officer are created on departments' establishments and employees on the 5 production grades are kept in service against this post.</li> <li>• Legal Administration Officers will upon compliance with qualifying criteria be able to grade progress to next higher grade</li> <li>• Members qualify for pay progression depending on performance</li> </ul>

	<b>JOB TITLE</b>	<b>INDICATORS</b>
15	Senior Legal Administration Officer	<ul style="list-style-type: none"> <li>• This post constitutes a supervisory post</li> <li>• Only posts of Senior Legal Administration Officers are created on departments' establishments.</li> <li>• Members qualify for pay progression based on performance</li> </ul>
<b><u>REGISTRAR</u></b>		
16	Registrar, Grades 1 to 5	<ul style="list-style-type: none"> <li>• This post constitute a production post</li> <li>• Only posts of Registrar are created on departments' establishments and employees on the 5 production grades are kept in service against this post.</li> <li>• Registrar will upon compliance with qualifying criteria be able to grade progress to next higher grade</li> <li>• Members qualify for pay progression based on performance</li> </ul>
17	Chief Registrar	<ul style="list-style-type: none"> <li>• This post constitutes a supervisory post</li> <li>• Only posts of Chief Registrar are created on departments' establishments.</li> <li>• Members qualify for pay progression based on performance</li> </ul>
<b><u>MAINTENANCE OFFICER</u></b>		
18	Maintenance Officer, Grades 1 to 5	<ul style="list-style-type: none"> <li>• This post constitute a production post</li> <li>• Only posts of Maintenance Officer are created on departments' establishments and employees on the 5 production grades are kept in service against this post.</li> <li>• Maintenance Officers will upon compliance with qualifying criteria be able to grade progress to next higher grade</li> <li>• Members qualify for pay progression based on performance</li> </ul>
19	Chief Maintenance Officer	<ul style="list-style-type: none"> <li>• This post constitutes a supervisory post</li> <li>• Only posts of Chief Maintenance Officers are created on departments' establishments</li> <li>• Members qualify for pay progression based on performance</li> </ul>

#### 4.2. Phase B: Implementation on the PERSAL system

4.2.1. Alignment of the PERSAL system with the organisational (post) structures contained in the OSD as per Table 2. The implementation of the OSD Codes contained in the OSD replaces the salary codes in the respective COREs on the PERSAL system. These OSD codes shall be utilised by all the affected departments.

4.2.2. The Code of Remuneration (CORE) for Legal and Support Personnel (Core Code 00811), as well as other



related COREs, to the extent that it relates to the occupations covered in the OSD will be abolished.

4.2.3. National Treasury (PERSAL) will after final implementation of these dispensations programmatically de-activate old salary codes that were contained in the abolished CORE, as well as posts that have not been translated to the new dispensation. National Treasury (PERSAL) will inform departments when the PERSAL system has been aligned accordingly, after which departments who have completed Phase B must commence with the translation of employees in terms of Phases C and D.

4.2.4. Posts vacated in the pre-revised post establishment must be abolished immediately after the incumbent has been translated to the new dispensation in terms of Phases C and D.

**TABLE 2: POST, GRADE AND SALARY STRUCTURE**

	POST	GRADE	JOB PURPOSE (SHORT DESCRIPTION)	SALARY SCALE	JOB TITLE CODE (Table 824)	POST CLASS CODE (Table 038)
<b><u>CANDIDATE ATTORNEY</u></b>						
1	Candidate Attorney	Grade 1	To undertake training as prescribed by the law society towards admission as an attorney	LP-1	82160	82160
		Grade 2	To undertake training as prescribed by the law society towards admission as an attorney	LP-2	82161	
<b><u>ASSISTANT STATE ATTORNEY</u></b>						
1	Assistant State Attorney	Grade 1	Functioning under the supervision of a Deputy State Attorney- Conducting of litigation and searches; drafting of legal opinions/pleadings; notices and contracts, providing advice on labour and other legal matters and the presenting of cases to court  Conducting of litigation and searches; drafting of legal opinions/pleadings; notices and contracts, providing advice on labour and other legal matters and the presenting of cases to court	LP-3	82170	82170
		Grade 2	Functioning under the supervision of a Deputy State Attorney- Conducting of litigation and searches; drafting of legal opinions pleadings; notices and contracts, providing advice on labour and other legal matters and the presenting of cases to court	LP-4	28171	

	POST	GRADE	JOB PURPOSE (SHORT DESCRIPTION)	SALARY SCALE	JOB TITLE CODE (Table 824)	POST CLASS CODE (Table 038)
			Conducting of litigation and searches; drafting of legal opinions pleadings; notices and contracts, providing advice on labour and other legal matters and the presenting of cases to court			
2	Senior Assistant State Attorney	Grade 1	Conducting of litigation and searches; drafting of legal opinions pleadings; notices and contracts, providing advice on labour and other legal matters and the presenting of cases to court ; coaching and mentoring	LP-5	82180	82180
		Grade 2	Conducting of litigation and searches; drafting of legal opinions pleadings; notices and contracts, providing advice on labour and other legal matters and the presenting of cases to court ; coaching and mentoring	LP-6	82181	
4	Specialist State Attorney		Conducting of litigation and searches; drafting of legal opinions pleadings; notices and contracts, providing advice on labour and other legal matters on a highly specialised level and the presenting of cases to court ; coaching and mentoring	LP-10	82190	82190
<b><u>FAMILY ADVOCATE</u></b>						
1	Family Advocate	Grade 1	To ensure protection of the best interest of the child and vulnerable persons in judicial process; conduct alternative dispute resolutions mechanisms in matters affecting the best interest of the child; and provide relevant legal information to stakeholders	LP-7	82200	82200
		Grade 2	To ensure protection of the best interest of the child and vulnerable persons in judicial process; conduct alternative dispute resolutions mechanisms in matters affecting the best interest of the child; and provide relevant legal information to stakeholders	LP-8	82201	
2	Senior Family Advocate		To ensure protection of the best interest of the child and vulnerable persons in judicial process; conduct alternative dispute resolutions mechanisms in matters affecting the best interest of the child; and provide relevant legal information to stakeholders. To coach and mentor family advocate	LP-9	82210	82210
3	Specialist Post		To function on a highly specialised level ensuring the protection of the best interest of the child and vulnerable persons in judicial process; conduct alternative dispute resolutions mechanisms in matters affecting the best interest of the child; and provide relevant legal information to stakeholders. To coach and mentor family advocate	LP-10	82220	82220
<b><u>STATE LAW ADVISOR</u></b>						
1	State Law Advisor	Grade 1	Functioning under the supervision of the senior State Law Advisor the job is responsible to:- Investigate, prepare and promote new and amendments to legislation within the line function of the department of justice; drafting, editing and	LP-7	82230	82230

	POST	GRADE	JOB PURPOSE (SHORT DESCRIPTION)	SALARY SCALE	JOB TITLE CODE (Table 824)	POST CLASS CODE (Table 038)
			revision of concept and subordinate legislation in all state departments			
		Grade 2	Functioning under the supervision of the senior State Law Advisor the job is responsible to:- Investigate, prepare and promote new and amendments to legislation within the line function of the department of justice; drafting, editing and revision of concept and subordinate legislation in all state departments	LP-8	82231	
2	Senior State Law Advisor		Investigate, prepare and promote new and amendments to legislation within the line function of the department of justice; drafting, editing and revision of concept and subordinate legislation in all state departments; coaching/mentoring.	LP-9	82240	82240
3	Principal State Law Advisor (Specialist)		Performing a highly specialised function in investigating, preparing and promoting new and amendments to legislation within the line function of the department of justice; drafting, editing and revision of concept and subordinate legislation in all state departments, coaching/mentoring.	LP-10	82250	82250
<b><u>ESTATE CONTROLLER</u></b>						
1	Estate Controller	Grade 1	To implement the operations of office of the master of the high court through the administering of deceased and insolvent estates, trusts and curator ships and legal determination of payments in the guardian's fund.	EC-1	82150	82150
		Grade 2	To implement the operations of office of the master of the high court through the administering of deceased and insolvent estates, trusts and curator ships and legal determination of payments in the guardian's fund.	EC-2	82151	
		Grade 3	To implement the operations of office of the master of the high court through the administering of deceased and insolvent estates, trusts and curator ships and legal determination of payments in the guardian's fund.	EC-3	82152	
		Grade 4	To implement the operations of office of the master of the high court through the administering of deceased and insolvent estates, trusts and curator ships and legal determination of payments in the guardian's fund.	EC-4	82153	
<b><u>MASTER</u></b>						
1	Assistant Master	Grade 1	To implement the operations of office of the master of the high court through the administering of deceased and insolvent estates, trusts and curatorships and legal determination of payments in the guardian's fund in an office.	MR-1	82130	

	POST	GRADE	JOB PURPOSE (SHORT DESCRIPTION)	SALARY SCALE	JOB TITLE CODE (Table 824)	POST CLASS CODE (Table 038)
		Grade 2	To implement the operations of office of the master of the high court through the administering of deceased and insolvent estates, trusts and curatorships and legal determination of payments in the guardian's fund in an office.	MR-2	82131	82130
		Grade 3	To implement the operations of office of the master of the high court through the administering of deceased and insolvent estates, trusts and curatorships and legal determination of payments in the guardian's fund in an office.	MR-3	82132	
		Grade 4	To implement the operations of office of the master of the high court through the administering of deceased and insolvent estates, trusts and curatorships and legal determination of payments in the guardian's fund in an office.	MR-4	82133	
		Grade 5	To implement the operations of office of the master of the high court through the administering of deceased and insolvent estates, trusts and curatorships and legal determination of payments in the guardian's fund in an office.	MR-5	82134	
2	Deputy Master		To manage the operations of office of the master of the high court through the administering of deceased and insolvent estates, trusts and curatorships and legal determination of payments in the guardian's fund, coaching/mentoring.	MR-6	82140	82140
<b>LEGAL ADMINISTRATION OFFICER</b>						
1	Legal Administration Officer,	Grade 1	The duties and responsibilities of this job vary depending on the allocated area of responsibility. Generally the post exist to render legal advisory service related to state losses, liabilities and legal processes to the Minister, the Director-General and officials of the Department; Act on behalf of the Minister and the Department in conjunction with Foreign affairs where applicable on all matters on international legal matters to strengthen cooperation with foreign countries and international bodies	MR-1	82110	
		Grade 2	The duties and responsibilities of this job vary depending on the allocated area of responsibility. Generally the post exist to render legal advisory service related to state losses, liabilities and legal processes to the Minister, the Director-General and officials of the Department; Act on behalf of the Minister and the Department in conjunction with Foreign affairs where applicable on all matters on international legal matters to strengthen cooperation with foreign countries and international bodies	MR-2	82111	82110

	POST	GRADE	JOB PURPOSE (SHORT DESCRIPTION)	SALARY SCALE	JOB TITLE CODE (Table 824)	POST CLASS CODE (Table 038)
		Grade 3	The duties and responsibilities of this job vary depending on the allocated area of responsibility. Generally the post exist to render legal advisory service related to state losses, liabilities and legal processes to the Minister, the Director-General and officials of the Department; Act on behalf of the Minister and the Department in conjunction with Foreign affairs where applicable on all matters on international legal matters to strengthen cooperation with foreign countries and international bodies	MR-3	82112	
		Grade 4	The duties and responsibilities of this job vary depending on the allocated area of responsibility. Generally the post exist to render legal advisory service related to state losses, liabilities and legal processes to the Minister, the Director-General and officials of the Department; Act on behalf of the Minister and the Department in conjunction with Foreign affairs where applicable on all matters on international legal matters to strengthen cooperation with foreign countries and international bodies	MR-4	82113	
		Grade 5	The duties and responsibilities of this job vary depending on the allocated area of responsibility. Generally the post exist to render legal advisory service related to state losses, liabilities and legal processes to the Minister, the Director-General and officials of the Department; Act on behalf of the Minister and the Department in conjunction with Foreign affairs where applicable on all matters on international legal matters to strengthen cooperation with foreign countries and international bodies	MR-5	82114	
2	Senior legal Administration Officer		The duties and responsibilities of this job vary depending on the allocated area of responsibility. Generally the post exist to supervise the rendering of legal advisory service related to state losses, liabilities and legal processes to the Minister, the Director-General and officials of the Department; Act on behalf of the Minister and the Department in conjunction with Foreign affairs where applicable on all matters on international legal matters to strengthen cooperation with foreign countries and international bodies Performs supervisory and mentor function	MR-6	82120	82120
<b><u>REGISTRAR</u></b>						
1	Registrar	Grade 1	To manage case flow of criminal, civil and family court cases and to fulfil quasi judicial functions and to provide research support To provide supervision to case flow management and manage the flow of criminal, civil, and family court cases and to fulfil quasi judicial functions and to provide	MR-1	82090	82090

	POST	GRADE	JOB PURPOSE (SHORT DESCRIPTION)	SALARY SCALE	JOB TITLE CODE (Table 824)	POST CLASS CODE (Table 038)
			research support Supervises, reports on and trains subordinates in the office of the Registrar			
		Grade 2	To manage case flow of criminal, civil and family court cases and to fulfil quasi judicial functions and to provide research support To provide supervision to case flow management and manage the flow of criminal, civil, and family court cases and to fulfil quasi judicial functions and to provide research support Supervises, reports on and trains subordinates in the office of the Registrar	MR-2	82091	
		Grade 3	To manage case flow of criminal, civil and family court cases and to fulfil quasi judicial functions and to provide research support To provide supervision to case flow management and manage the flow of criminal, civil, and family court cases and to fulfil quasi judicial functions and to provide research support Supervises, reports on and trains subordinates in the office of the Registrar	MR-3	82092	
		Grade 4	To manage case flow of criminal, civil and family court cases and to fulfil quasi judicial functions and to provide research support To provide supervision to case flow management and manage the flow of criminal, civil, and family court cases and to fulfil quasi judicial functions and to provide research support Supervises, reports on and trains subordinates in the office of the Registrar	MR-4	82093	
		Grade 5	To manage case flow of criminal, civil and family court cases and to fulfil quasi judicial functions and to provide research support To provide supervision to case flow management and manage the flow of criminal, civil, and family court cases and to fulfil quasi judicial functions and to provide research support Supervises, reports on and trains subordinates in the office of the Registrar	MR-5	82094	
2	Chief Registrar		To coordinate and manage the rendering of case flow management support to all stakeholders and to manage the fulfilling of quasi judicial functions Manages the staff in the office of the Registrar	MR-6	82100	82100
<b><u>MAINTENANCE OFFICER</u></b>						
1	Maintenance Officer	Grade 1	To manage case flow of criminal, civil and family court cases and to fulfil quasi judicial functions and to provide research support	MR-1	82070	82070

	POST	GRADE	JOB PURPOSE (SHORT DESCRIPTION)	SALARY SCALE	JOB TITLE CODE (Table 824)	POST CLASS CODE (Table 038)
			To provide supervision to case flow management and manage the flow of criminal, civil, and family court cases and to fulfil quasi judicial functions and to provide research support Supervise staff in the office			
		Grade 2	To manage case flow of criminal, civil and family court cases and to fulfil quasi judicial functions and to provide research support To provide supervision to case flow management and manage the flow of criminal, civil, and family court cases and to fulfil quasi judicial functions and to provide research support Supervise staff in the office	MR-2	82071	
		Grade 3	To manage case flow of criminal, civil and family court cases and to fulfil quasi judicial functions and to provide research support To provide supervision to case flow management and manage the flow of criminal, civil, and family court cases and to fulfil quasi judicial functions and to provide research support Supervise staff in the office	MR-3	82072	
		Grade 4	To manage case flow of criminal, civil and family court cases and to fulfil quasi judicial functions and to provide research support To provide supervision to case flow management and manage the flow of criminal, civil, and family court cases and to fulfil quasi judicial functions and to provide research support Supervise staff in the office of the Registrar	MR-4	82073	
		Grade 5	To manage case flow of criminal, civil and family court cases and to fulfil quasi judicial functions and to provide research support To provide supervision to case flow management and manage the flow of criminal, civil, and family court cases and to fulfil quasi judicial functions and to provide research support Supervise staff in the office	MR-5	82074	
2	Maintenance Officer		To coordinate and manage the rendering of case flow management support to all stakeholders and to manage the fulfilling of quasi judicial functions Manage staff in the office	MR-6	82080	82080

**Phase C**

- 4.2.5. Phase C constitutes the translation of the employees from their **current posts to the corresponding posts** on the departments' **revised** post establishments. This translation implies a **minimum translation** to a revised salary and will be done in terms of the translation tables attached as Annexure A.
- 4.2.6. It is important that the translation to the revised dispensation is based on the proper recording of the transaction. This is necessary for auditing purposes, as well as to serve as documentary evidence should individual disputes arise regarding the implementation.
- 4.2.7. Departments must advise National Treasury (PERSAL) in respect of each employee who is translated to the OSD.
- 4.2.8. The pensionable salary/benefits of employees currently on the MMS dispensation will be protected upon translation. Employees who are currently remunerated on SMS salary levels will cease to be considered SMS members and will translate to the new total salary package as prescribed for the OSD. Provision is made to ensure that, upon translation, the current SMS members are not out of pocket in terms of increased pensionable salary/benefits.
- 4.2.9. Departments have the choice to finalise Phase C before commencing with Phase D, or to conduct these Phases simultaneously.

**4.3. Phase D**

- 4.3.1. The second step in translation involves a once-off re-calculation of the salary position for each employee, based on applicable legal experience gained since obtaining the relevant qualification, and is done in terms of the translation tables attached as Annexure B.
- 4.3.2. The re-calculation of relevant experience entails recognising full years service/experience in production and advanced production posts to a maximum of 30 years, as at 31 March 2007. The recognition of relevant experience not reflected on the existing personnel record will be based on verified proof of such experience. The verification will be undertaken at departmental level.



Proof of such experience must at the latest be submitted to the employer by 30 June 2008.

- 4.3.3. Note that the second translation means the **awarding of higher salary notches in the same post** to what the employee translated to during the first translation (Phase C).
- 4.3.4. The notches recommended in terms of Phases C and D must be compared and the employee will be awarded the highest notch of the two.
- 4.3.5. The second translation is **only applicable to production and advanced production posts** and therefore the second translation will not be done for supervisory posts (MR-6).

#### 4.4. Phase E (Only Applicable to Maintenance Officers)

- 4.4.1. As a once-off measure, and after completion of both Phase C and D translations, all employees who hold the post of Maintenance officer on 30 June 2007, will be translated to the minimum notch of R128, 826.

#### 4.5. Special Translation Arrangements

- 4.6. Translation measures for employees who are not in possession of the prescribed qualification and the application of the OSD on these employees.
  - 4.6.1. Translation of affected employees to the revised post structure contained for legally qualified personnel who occupied a designated post, has been permanently appointed in the post and has been performing the duties of the post satisfactory on 30 June 2007, but is **not** in possession of the prescribed legal qualification (i.e. LLB, or as otherwise determined by the Minister of Justice and Constitutional Development), will as a **once-off provision** translate to the OSD in terms of phases 1 and 2 translation measures for legally qualified personnel.
  - 4.6.2. These personnel shall be allowed to progress by means of grade progression to the higher grade (salary scale) attached to the specific post without first having obtained the required legal qualification. However, upon applying for a higher post, or upon horizontal movement within the OSD, the employee does not retain this once-off special translation measure and must first obtain the required

legal qualification, as determined by the Minister of Justice and Constitutional Development.

#### **4.7. 70/30 Total Salary Package**

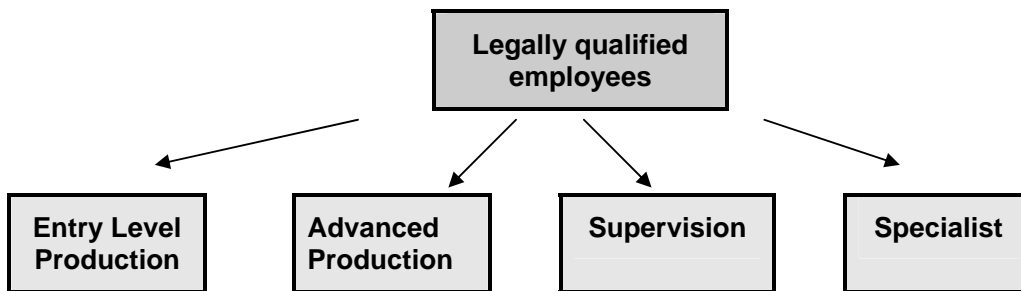
- 4.7.1. A new total salary package (70/30 split) is introduced for legally qualified employees in terms of the OSD, on identified salary levels, including the production specialist stream. The Middle Management System (MMS) and Senior Management Services (SMS) dispensations, as contained in the relevant **dpsa** Circulars and SMS Handbook, **does not apply** to the total salary package payable in terms of the OSD for Legally qualified employees. The principles of the total salary package for legally qualified personnel will however remain similar to the principal applicable to the MMS and SMS dispensations.
- 4.7.2. The Pensionable salary/benefits of employees currently on the MMS and SMS dispensations will be protected upon translation, ensuring that they are not out of pocket in terms of increased pensionable salary/benefits.
- 4.7.3. Employees who are currently remunerated on SMS and MMS salary levels will cease to be considered SMS and MMS members and will translate to the new total salary package as prescribed for the OSD.
- 4.7.4. The conditions of service applicable to the SMS and MMS members that translate to the total salary packages applicable to this OSD will, with effect from 01 May 2008, be governed in terms of applicable processes and policies that apply to employees below SMS. This means that the SMS Handbook will no longer be applicable to these members.

### **OTHER MATTERS RELATING TO THE OSD, AND THE IMPLEMENTATION THEREOF**

#### **Career streams provided for in the OSD as part of a defined career path**

- 5. The OSD for legally qualified employees provides for the following main

streams, with horizontal migration between the streams and each stream with specific career structure to facilitate vertical progression:



The career structure for legally qualified employees is portrayed at Annexure C.

### **Introduction of a Production Specialist Stream**

6. Provision is made in the GPSSBC Resolution 1 of 2008 and PSCBC Resolution 3 of 2008 for a post and salary structure for a Legal Production Specialists career stream as an advanced high-level production stream.
7. The production specialist stream was introduced to assist the Departments to recruit and retain production specialist in the legal professions (State Attorney, Family Advocates or State Law Advisors) who have gained at least 10 years' active legal court experience and whose job description requires him/her to be at least 80% actively involved in more complex litigation/ court work or legislative advisory services (in the case of Principal State Law Advisors).
8. The current practice in the Public Service is to remunerate production specialists on Senior Management Service (SMS) levels in order to pay a higher salary. In this regard provision is made for production specialist on SMS level to translate to the OSD. The production specialists are not translated automatically to the OSD, and their absorption in the OSD will depend, as with all new posts created in terms of the OSD, on the development of the relevant job descriptions, the establishment of staffing norms by the Department of Justice and Constitutional Development and obtaining appropriate funding. **The Minister for Public Service and Administration must be approached for a Determination prior to the implementation of a new post at the level of Production Specialist Stream.**
9. Table 3 portrays a detailed exposition of the natural career path, grade, post and pay progression opportunities within each occupation offered in terms of the OSD).

10. Departments are required to create posts as provided for on the PERSAL system. Where different grades are attached (linked) to these posts, legally qualified employees may progress to such higher grades by means of **grade progression**, should the qualifying criteria be met. In order to facilitate grade progression from a post establishment perspective –

10.1. legally qualified employees on the relevant grades attached to the post are kept in service against the post on the Department's establishment; and

10.2. progression to the next higher grade (salary scale) attached to the post is not dependent on a vacancy (on the higher grade) or subject to the principle of open competition.

**TABLE 3: NATURAL PRODUCTION ORIENTATED CAREER PATH AND POST AND GRADE PROGRESSION OPPORTUNITIES WITHIN THE OCCUPATION**

	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
<b>CANDIDATE ATTORNEY</b>			
1	Candidate Attorney Grade 1	Candidate Attorney, Grade 2	<b>Grade Progression</b> – Successful completion of first year training
2	Candidate Attorney, Grade 2	No further grade progression opportunities	<b>Post Promotion Opportunity</b> – Apply for a higher vacant post – member to comply with the educational qualifications, competencies, skills and experiential competency for the higher post as described in Table 4 , read together with Table 4.1 No pay progression opportunity
<b>STATE ATTORNEY</b>			
1	Assistant State Attorney, Grade 1	Assistant State Attorney, Grade 2	<b>Grade Progression and Accelerated Grade Progression Opportunities:</b> <ul style="list-style-type: none"> <li>Accelerated grade progression: 2 years' consistent outstanding performance or exceed expectations assessments on LP-3; or</li> <li>Grade progression: 4 years ' comply with expectations performance assessments or 4 years' experience on LP-3</li> </ul> <b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment
2	Assistant State Attorney, Grade 2	No further grade progression opportunities	<b>Post Promotion Opportunity</b> – Apply for a higher vacant post – member to comply with the educational qualifications, competencies, skills and experiential competency for the higher post as described in Table 4 , read together with Table 4.1 <b>Pay progression</b> – based on annual

	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
			<p><b>performance assessment</b></p> <p>1 notch – Comply with Expectations</p> <p>2 notches – Exceed Expectations (20% of employees on level p.a.)</p> <p>3 notches – Outstanding (10% of employees on level p.a.)</p>
3	Senior Assistant State Attorney, Grade 1	Senior Assistant State Attorney, Grade 2	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 2 years' consistent outstanding performance or exceed expectations assessments on LP-5; or</li> <li>• <u>Grade progression:</u> 4 years ' comply with expectations performance assessments or 4 years' experience on LP-5</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
4	Senior Assistant State Attorney, Grade 2	No further grade progression opportunities	<p><b>Post Promotion Opportunity</b> – Apply for a higher vacant post – member to comply with the educational qualifications, competencies, skills and experiential competency for the higher post as described in Table 4 , read together with Table 4.1</p> <p><b>Pay progression – based on annual performance assessment</b></p> <p>1 notch – Comply with Expectations</p> <p>2 notches – Exceed Expectations (20% of employees on level p.a.)</p> <p>3 notches – Outstanding (10% of employees on level p.a.)</p>
5	Deputy Assistant State Attorney: Production Litigation Specialist	No further grade progression opportunities	<p><b>Pay progression – based on annual performance assessment</b></p> <p>1 notch – Comply with Expectations</p> <p>2 notches – Exceed Expectations (20% of employees on level p.a.)</p> <p>3 notches – Outstanding (10% of employees on level p.a.)</p>
<b>FAMILY ADVOCATE</b>			
1	Family Advocate, Grade 1	Family Advocate, Grade 2	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 2 years' consistent outstanding performance or exceed expectations assessments on LP-7; or</li> <li>• <u>Grade progression:</u> 4 years ' comply with expectations performance assessments or 4 years' experience on LP-7</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>

	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
2	Family Advocate, Grade 2	No further grade progression opportunities	<p><b>Post Promotion Opportunity</b> – Apply for a higher vacant post – member to comply with the educational qualifications, competencies, skills and experiential competency for the higher post as described in Table 4 , read together with Table 4.1</p> <p><b>Pay progression – based on annual performance assessment</b></p> <p>1 notch – Comply with Expectations</p> <p>2 notches – Exceed Expectations (20% of employees on level p.a.)</p> <p>3 notches – Outstanding (10% of employees on level p.a.)</p>
3	Principal Family Advocate: Production Litigation Specialist	No further grade progression opportunities	<p><b>Pay progression – based on annual performance assessment</b></p> <p>1 notch – Comply with Expectations</p> <p>2 notches – Exceed Expectations (20% of employees on level p.a.)</p> <p>3 notches – Outstanding (10% of employees on level p.a.)</p>
<b>STATE LAW ADVISOR</b>			
1	State Law Advisor, Grade 1	State Law Advisor, Grade 2	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 2 years' consistent outstanding performance or exceed expectations assessments on LP-7; or</li> <li>• <u>Grade progression:</u> 4 years ' comply with expectations performance assessments or 4 years' experience on LP-7</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
2	State Law Advisor, Grade 2	No further grade progression opportunities	<p><b>Post Promotion Opportunity</b> – Apply for a higher vacant post – member to comply with the educational qualifications, competencies, skills and experiential competency for the higher post as described in Table 4 , read together with Table 4.1</p> <p><b>Pay progression – based on annual performance assessment</b></p> <p>1 notch – Comply with Expectations</p> <p>2 notches – Exceed Expectations (20% of employees on level p.a.)</p> <p>3 notches – Outstanding (10% of employees on level p.a.)</p>
3	Principal State Law Advisor: Specialist Advisory Services	No further grade progression opportunities	<p><b>Pay progression – based on annual performance assessment</b></p> <p>1 notch – Comply with Expectations</p> <p>2 notches – Exceed Expectations (20% of employees on level p.a.)</p> <p>3 notches – Outstanding (10% of employees on level p.a.)</p>

	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
			level p.a.)
<b>ESTATE CONTROLLER</b>			
1	Estate Controller, Grade 1	Estate Controller, Grade 2	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years' consistent outstanding performance or exceed expectations assessments on EC-1; or</li> <li>• <u>Grade progression:</u> 6 years ' comply with expectations performance assessments or 6 years' experience on EC-1</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
2	Estate Controller, Grade 2	Estate Controller, Grade 3	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years' consistent outstanding performance or exceed expectations assessments on EC-2; or</li> <li>• <u>Grade progression:</u> 6 years ' comply with expectations performance assessments or 6 years' experience on EC-2</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
3	Estate Controller, Grade 3	Estate Controller, Grade 4	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years' consistent outstanding performance or exceed expectations assessments on EC-3; or</li> <li>• <u>Grade progression:</u> 6 years ' comply with expectations performance assessments or 6 years' experience on EC-3</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
4	Estate Controller, Grade 4	No further grade progression opportunities	<p><b>Pay progression – based on annual performance assessment</b></p> <p>1 notch – Comply with Expectations</p> <p>2 notches – Exceed Expectations (20% of employees on level p.a.)</p> <p>3 notches – Outstanding (10% of employees on level p.a.)</p>

	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
<b>REGISTRAR</b>			
1	Registrar, Grade1	Registrar, Grade 2	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years' consistent outstanding performance or exceed expectations assessments on MR-1; or</li> <li>• <u>Grade progression:</u> 6 years ' comply with expectations performance assessments or 6 years' experience on MR-1</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
2	Registrar, Grade 2	Registrar, Grade 3	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years' consistent outstanding performance or exceed expectations assessments on MR-2; or</li> <li>• <u>Grade progression:</u> 6 years ' comply with expectations performance assessments or 6 years' experience on MR-2</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
3	Registrar, Grade 3	Registrar, Grade 4	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years' consistent outstanding performance or exceed expectations assessments on MR-3; or</li> <li>• <u>Grade progression:</u> 6 years ' comply with expectations performance assessments or 6 years' experience on MR-3</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
4	Registrar, Grade 4	Registrar, Grade 5	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years' consistent outstanding performance or exceed expectations assessments on MR-4; or</li> <li>• <u>Grade progression:</u> 6 years ' comply with expectations performance assessments or 6 years' experience on MR-4</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment</p>



	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
			based on “comply with expectations” performance assessment
5	Registrar, Grade 5	No further grade progression opportunities	<p><b>Post Promotion Opportunity</b> – Apply for a higher vacant post – member to comply with the educational qualifications, competencies, skills and experiential competency for the higher post as described in Table 4 , read together with Table 4.1</p> <p><b>Pay progression – based on annual performance assessment</b></p> <p>1 notch – Comply with Expectations</p> <p>2 notches – Exceed Expectations (20% of employees on level p.a.)</p> <p>3 notches – Outstanding (10% of employees on level p.a.)</p>
6	Chief Registrar	No further grade progression opportunities	<p><b>Pay progression – based on annual performance assessment</b></p> <p>1 notch – Comply with Expectations</p> <p>2 notches – Exceed Expectations (20% of employees on level p.a.)</p> <p>3 notches – Outstanding (10% of employees on level p.a.)</p>
<b>MASTER</b>			
1	Master, Grade1	Master, Grade 2	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years’ consistent outstanding performance or exceed expectations assessments on MR-1; or</li> <li>• <u>Grade progression:</u> 6 years ‘ comply with expectations performance assessments or 6 years’ experience on MR-1</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
2	Master, Grade 2	Master, Grade 3	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years’ consistent outstanding performance or exceed expectations assessments on MR-2; or</li> <li>• <u>Grade progression:</u> 6 years ‘ comply with expectations performance assessments or 6 years’ experience on MR-2</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
3	Master , Grade 3	Master, Grade 4	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p>

	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
			<ul style="list-style-type: none"> <li><u>Accelerated grade progression</u>: 3 years' consistent outstanding performance or exceed expectations assessments on MR-3; or</li> <li><u>Grade progression</u>: 6 years ' comply with expectations performance assessments or 6 years' experience on MR-3</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
4	Master, Grade 4	Master, Grade 5	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li><u>Accelerated grade progression</u>: 3 years' consistent outstanding performance or exceed expectations assessments on MR-4; or</li> <li><u>Grade progression</u>: 6 years ' comply with expectations performance assessments or 6 years' experience on MR-4</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
5	Master, Grade 5	No further grade progression opportunities	<p><b>Post Promotion Opportunity</b> – Apply for a higher vacant post – member to comply with the educational qualifications, competencies, skills and experiential competency for the higher post as described in Table 4 , read together with Table 4.1</p> <p><b>Pay progression – based on annual performance assessment</b></p> <p>1 notch – Comply with Expectations  2 notches – Exceed Expectations (20% of employees on level p.a.)  3 notches – Outstanding (10% of employees on level p.a.)</p>
6	Deputy Master	No further grade progression opportunities	<p><b>Pay progression – based on annual performance assessment</b></p> <p>1 notch – Comply with Expectations  2 notches – Exceed Expectations (20% of employees on level p.a.)  3 notches – Outstanding (10% of employees on level p.a.)</p>
<b>MAINTENANCE OFFICER</b>			
1	Maintenance Officer, Grade1	Maintenance Officer, Grade 2	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li><u>Accelerated grade progression</u>: 3 years' consistent outstanding performance or exceed expectations assessments on MR-1; or</li> <li><u>Grade progression</u>: 6 years ' comply with expectations performance assessments or</li> </ul>

	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
			<p>6 years' experience on MR-1</p> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
2	Maintenance Officer, Grade 2	Maintenance Officer, Grade 3	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years' consistent outstanding performance or exceed expectations assessments on MR-2; or</li> <li>• <u>Grade progression:</u> 6 years ' comply with expectations performance assessments or 6 years' experience on MR-2</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
3	Maintenance Officer , Grade 3	Maintenance Officer, Grade 4	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years' consistent outstanding performance or exceed expectations assessments on MR-3; or</li> <li>• <u>Grade progression:</u> 6 years ' comply with expectations performance assessments or 6 years' experience on MR-3</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
4	Maintenance Officer , Grade 4	Maintenance Officer, Grade 5	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years' consistent outstanding performance or exceed expectations assessments on MR-4; or</li> <li>• <u>Grade progression:</u> 6 years ' comply with expectations performance assessments or 6 years' experience on MR-4</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
5	Maintenance Officer, Grade 5	No further grade progression opportunities	<p><b>Post Promotion Opportunity</b> – Apply for a higher vacant post – member to comply with the educational qualifications, competencies, skills and experiential competency for the higher post as described in Table 4 , read together with Table 4.1</p> <p><b>Pay progression</b> – based on annual</p>

	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
			<p><b>performance assessment</b></p> <p>1 notch – Comply with Expectations</p> <p>2 notches – Exceed Expectations (20% of employees on level p.a.)</p> <p>3 notches – Outstanding (10% of employees on level p.a.)</p>
6	Chief Maintenance Officer	No further grade progression opportunities	<p><b>Pay progression – based on annual performance assessment</b></p> <p>1 notch – Comply with Expectations</p> <p>2 notches – Exceed Expectations (20% of employees on level p.a.)</p> <p>3 notches – Outstanding (10% of employees on level p.a.)</p>
<b>LEGAL ADMINISTRATION OFFICER</b>			
1	Legal Administration Officer, Grade1	Legal Administration Officer, Grade 2	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years' consistent outstanding performance or exceed expectations assessments on MR-1; or</li> <li>• <u>Grade progression:</u> 6 years ' comply with expectations performance assessments or 6 years' experience on MR-1</li> </ul> <p><b>Annual Pay Progression – 1 notch increment</b> based on "comply with expectations" performance assessment</p>
2	Legal Administration Officer, Grade 2	Legal Administration, Grade 3	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years' consistent outstanding performance or exceed expectations assessments on MR-2; or</li> <li>• <u>Grade progression:</u> 6 years ' comply with expectations performance assessments or 6 years' experience on MR-2</li> </ul> <p><b>Annual Pay Progression – 1 notch increment</b> based on "comply with expectations" performance assessment</p>
3	Legal Administration Officer , Grade 3	Legal Administration Officer, Grade 4	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression:</u> 3 years' consistent outstanding performance or exceed expectations assessments on MR-3; or</li> <li>• <u>Grade progression:</u> 6 years ' comply with expectations performance assessments or 6 years' experience on MR-3</li> </ul> <p><b>Annual Pay Progression – 1 notch increment</b></p>

	JOB LEVEL		CAREER AND PAY PROGRESSION OPPORTUNITIES
	From	To	
			based on “comply with expectations” performance assessment
4	Legal Administration, Grade 4	Legal Administration Officer, Grade 5	<p><b>Grade Progression and Accelerated Grade Progression Opportunities:</b></p> <ul style="list-style-type: none"> <li>• <u>Accelerated grade progression</u>: 3 years’ consistent outstanding performance or exceed expectations assessments on MR-4; or</li> <li>• <u>Grade progression</u>: 6 years ‘comply with expectations’ performance assessments or 6 years’ experience on MR-4</li> </ul> <p><b>Annual Pay Progression</b> – 1 notch increment based on “comply with expectations” performance assessment</p>
5	Legal Administration Officer, Grade 5	No further grade progression opportunities	<p><b>Post Promotion Opportunity</b> – Apply for a higher vacant post – member to comply with the educational qualifications, competencies, skills and experiential competency for the higher post as described in Table 4 , read together with Table 4.1</p> <p><b>Pay progression – based on annual performance assessment</b></p> <p>1 notch – Comply with Expectations  2 notches – Exceed Expectations (20% of employees on level p.a.)  3 notches – Outstanding (10% of employees on level p.a.)</p>
6	Senior Legal Administration Officer	No further grade progression opportunities	<p><b>Pay progression – based on annual performance assessment</b></p> <p>1 notch – Comply with Expectations  2 notches – Exceed Expectations (20% of employees on level p.a.)  3 notches – Outstanding (10% of employees on level p.a.)</p>

**Promotion to higher posts, grade and accelerated grade progression opportunities**

11. **Promotion to higher posts** (i.e. post promotion) is dependent on the availability of funded vacancies and shall be advertised and filled through open competition.
12. Legally qualified employees who meet the specific requirements/ criteria linked to different production grades may qualify for grade progression with effect from 1 July 2008.
13. The OSD also provides for **accelerated grade progression at identified production levels** for employees who performs above

average. The accelerated grade progression for employees on identified grades will be based on consistent above average performance for a stipulated time period in their respective production grades – therefore above average performance assessments for either two (2) or three (3) annual performance cycles – depending on the specific grade.

14. The accelerated grade progression for employees (on LP-3, LP-5, LP -7) will be based on above average performance for a period of 2 years in their respective production grades – therefore above average performance assessments for two (2) annual performance cycles. In the instance of employees on EC-3, EC-4, MR-3, MR-4 and MR-5, the accelerated grade progression for employees will be based on above average performance for a period of 3 years in their respective production grades – therefore above average performance assessments for three (3) annual performance cycles.
15. Since the OSD will be implemented with effect from 1 July 2007, Employees will at the earliest qualify for **accelerated grade progression** based on consistent above average performance with effect from 1 July 2009.
16. The Department of Justice and Constitutional Development is currently in the process of aligning Performance Management and Development Systems for legally qualified personnel that would, amongst others, facilitate the assessment of employees for purposes of grade progression based on above average performance. It is the intention that the said system would apply to all national and provincial departments to ensure consistent performance management in the Public Service as of 1 July 2009.
17. All National and Provincial Departments should ensure that their Performance Management and Development systems utilised for legally qualified personnel should be aligned with provisions for grade progression as contained in the OSD.
18. Where an employee is promoted from a post to a higher post, the employee must start on the **minimum salary notch** of the higher post. However, were an employee is currently earning a higher salary than the minimum salary notch attached to the higher post, due to the **overlapping of salary levels, the employee must, upon promotion to the higher post, gain (3) three salary notches calculated from his/her current salary notch.**

### **Pay Progression**

19. Please note that regarding the 2006/07 pay progression cycle concluded on 31 March 2007, employees who met the criteria for pay progression in terms of **the dpsa** Incentive Policy Framework and did not receive the

adjustment, **must** receive the pay progression for the period on 1 July 2007, before translation in terms of Phases C and D. Departments will appreciate that the awarding of pay progression has a direct impact on the position (notches/packages) to which employees will translate to in terms of the implementation of the OSD. **Departments are therefore requested to finalise the awarding of pay progression in terms of the pre-OSD arrangements as a matter of urgency.**

20. The 1<sup>st</sup> pay progression cycle for employees who are translated to the OSD commenced on 1 April 2007 and runs until 31 March 2008, with the next pay progression for qualifying employees to be awarded on 1 July 2008.
21. Assessment of employees, who are translated to the OSD for pay progression purposes, must be done in terms of Departmental Performance Management Systems until further notice.

### **Employment capacity**

22. In order to provide flexibility, departments may employ legally qualified employees in the following capacities

22.1. Permanent, either in a full-time or part-time capacity.

22.2. Fixed-term contract.

### **Advertising of positions**

23. Due to the fact that the posts in the OSD consist of various grades, departments will have the flexibility to advertise the requirements (as per table 4 read in conjunction with table 4.1) and the salary range of **all** the production grades attached to the specific post with the view to appoint the designated candidate on the appropriate production grade based on his/her relevant experience.

**TABLE 4: APPOINTMENT REQUIREMENTS**

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
1	Candidate Attorney, Grade 1, LP-1	Must be able to: <ul style="list-style-type: none"> <li>• Understand the litigation process and legal proceedings.</li> <li>• Understand legal</li> </ul>	Must be able to: <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>research principles.</p> <ul style="list-style-type: none"> <li>• Understand case law relevant to the legal matter at hand and be guided in presenting motivation / proposals on how the specific case should be approached to obtain desirable / justifiable outcome.</li> <li>• Draft legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard.</li> <li>• Understand and have knowledge of legal proceedings relevant to mediation, arbitration and conciliation.</li> <li>• Conduct legal consultation by applying interviewing principles for the purposes of determining client's goals and objectives.</li> <li>• Suggest possible courses of action during the consultation process, in relation to legal entitlements and client's instructions and discuss these with mentor.</li> <li>• Document interview and all advice given during legal consultation in writing.</li> </ul>	<p>the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</p> <ul style="list-style-type: none"> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> </ul>	<p>Development.</p> <ul style="list-style-type: none"> <li>• No previous experience required</li> </ul>
2	Candidate Attorney, Grade 2, LP-2	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Understand the litigation process and legal proceedings.</li> <li>• Understand of legal research principles</li> <li>• Understand case law relevant to the legal matter at hand and be guided in presenting motivation / proposals on</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• Successful completion of 1<sup>st</sup> year training OR 1 year legal /litigation post</li> </ul>



No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>how the specific case should be approached to obtain desirable / justifiable outcome.</p> <ul style="list-style-type: none"> <li>• Draft legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard.</li> <li>• Understand and have knowledge of legal proceedings relevant to mediation, arbitration and conciliation.</li> <li>• Conduct legal consultation by applying interviewing principles for the purposes of determining client's goals and objectives.</li> <li>• Suggest possible courses of action during the consultation process, in relation to legal entitlements and client's instructions and discuss these with mentor.</li> <li>• Document interview and all advice given during legal consultation in writing.</li> </ul>	<p>customer care and customer satisfaction.</p> <ul style="list-style-type: none"> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> </ul>	<p>qualification experience</p>
3	Assistant State Attorney Grade 1, LP-3	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Argue cases in court and have experience and knowledge of legal proceedings</li> <li>• Conduct legal research that will provide information and case law relevant to the legal matter at hand and present motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome/ result.</li> <li>• Draft legal documents</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 2 years' appropriate post qualification legal /litigation experience</li> <li>• Admittance as an Attorney</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>that provide clear motivation/ justification for a particular position pertaining to the case; also decide on the approach to be followed to ensure success in this regard.</p> <ul style="list-style-type: none"> <li>• Preside over an arbitration matter, consider legal arguments, make an award that is legally justifiable.</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client of possible courses of action with reference to the clients' instructions and legal entitlements. Document the interview/ advice given.</li> </ul>	<p>meet equity requirements, contribute to the transformation of work unit and department.</p> <ul style="list-style-type: none"> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>• Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.</li> </ul>	
4	Assistant State	Must be able to:	Must be able to:	• LLB (or as

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
	Attorney Grade 2, LP-4	<ul style="list-style-type: none"> <li>Argue cases in court and have experience and knowledge of legal proceedings</li> <li>Conduct legal research that will provide information and case law relevant to the legal matter at hand and present motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome/ result.</li> <li>Draft legal documents that provide clear motivation/ justification for a particular position pertaining to the case; also decide on the approach to be followed to ensure success in this regard.</li> <li>Preside over an arbitration matter, consider legal arguments, make an award that is legally justifiable.</li> <li>Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> <li>Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client of possible courses of action with reference to the clients' instructions and legal entitlements. Document the interview/ advice given.</li> </ul>	<ul style="list-style-type: none"> <li>Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> </ul>	<p>otherwise determined by the Minister of Justice and Constitutional Development</p> <ul style="list-style-type: none"> <li>At least 6 years' appropriate post qualification legal /litigation experience</li> <li>Admittance as an Attorney</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
			<ul style="list-style-type: none"> <li>Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.</li> </ul>	
5	Senior Assistant State Attorney , Grade 1 , LP-5	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Argue cases in court and have experience and knowledge of legal proceedings.</li> <li>Mentor and advice on litigation processes and procedures as well as advice on techniques, appropriate case law, etc. to support/strengthen arguments.</li> <li>Advocate in High Court if required</li> <li>Conduct, analyse, interpret, advise and mentor junior on research that will provide information and case law relevant to the matter at hand. Present on advice and mentor juniors on the motivation/proposals on how the specific case should be approached to obtain a desirable / justifiable outcome / result.</li> <li>Draft legal documents and advise on or mentor juniors on the drafting of legal documents that provide clear motivation / justification on a particular position pertaining to the case. Advise and decide on the approach to be followed to ensure success in this regard.</li> <li>Preside over an</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> </ul>	<ul style="list-style-type: none"> <li>LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>At least 4 years' appropriate post qualification legal /litigation experience</li> <li>Admittance as an Attorney</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>arbitration matter, consider legal arguments, make an award that is legally justifiable.</p> <ul style="list-style-type: none"> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> <li>• Advice, guide and mentor on dispute resolution processes, procedures and outcomes.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives.</li> <li>• Advise the client on possible courses of action with reference to the clients' instructions and legal entitlements.</li> <li>• Document the interview / advice given.</li> <li>• Provide advice and to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client.</li> </ul>	<ul style="list-style-type: none"> <li>• Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.</li> <li>• Develop and coach others and constructively review the work of others in order to improve and advance the skills, knowledge and performance levels of those who report to them.</li> </ul>	
6	Senior Assistant State Attorney , Grade 2 , LP-6	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Argue cases in court and have experience and knowledge of legal proceedings.</li> <li>• Mentor and advice on litigation processes and procedures as well as advice on techniques, appropriate case law, etc. to support/strengthen</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 8 years' appropriate post qualification legal /litigation</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>arguments.</p> <ul style="list-style-type: none"> <li>• Advocate in High Court if required</li> <li>• Conduct, analyse, interpret, advise and mentor junior on research that will provide information and case law relevant to the matter at hand. Present on advice and mentor juniors on the motivation/proposals on how the specific case should be approached to obtain a desirable / justifiable outcome / result.</li> <li>• Draft legal documents and advise on or mentor juniors on the drafting of legal documents that provide clear motivation / justification on a particular position pertaining to the case. Advise and decide on the approach to be followed to ensure success in this regard.</li> <li>• Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable.</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> <li>• Advice, guide and mentor on dispute resolution processes, procedures and outcomes.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives.</li> </ul>	<p>customer care and customer satisfaction.</p> <ul style="list-style-type: none"> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>• Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks,</li> </ul>	<p>experience</p> <ul style="list-style-type: none"> <li>• Admittance as an Attorney</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<ul style="list-style-type: none"> <li>Advise the client on possible courses of action with reference to the clients' instructions and legal entitlements.</li> <li>Document the interview / advice given.</li> <li>Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client.</li> </ul>	<p>functions and results/outputs required of the work-unit.</p> <ul style="list-style-type: none"> <li>Develop and coach others and constructively review the work of others in order to improve and advance the skills, knowledge and performance levels of those who report to them.</li> </ul>	
7	Production Specialist: Deputy State Attorney; LP-10	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Argue highly complex case in a specialised field of law and have extensive knowledge of legal proceedings.</li> <li>Display an extensive, in dept knowledge of a particular subject.</li> <li>Conduct research that will provide information and case law relevant to a specialised legal matter and present an opinion on the question on how the specific case should be approached to obtain a desirable outcome.</li> <li>Advocate in High Court if required</li> <li>Display an in-depth knowledge in drafting legal documents that pertain to a specialised field of law that motivates/ justifies a particular position pertaining to the case, also indicating the approach to be followed to ensure success</li> <li>Display a superior knowledge and ability to conduct dispute resolutions in specialised fields of law , make awards and provide</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and</li> </ul>	<ul style="list-style-type: none"> <li>LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>At least 10 years' appropriate post qualification litigation experience</li> <li>Admittance as an Attorney</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>advice and guidance that is legally justifiable</p> <ul style="list-style-type: none"> <li>• Successfully conduct an interview in order to determine the clients' goals and objectives.</li> <li>• Advise the client on possible courses of action with reference to the clients' instructions and legal entitlements pertaining to a specialised field of law</li> <li>• Document the interview / advice given.</li> </ul>	<p>communicate information for decision making, reporting, document storage and planning.</p> <ul style="list-style-type: none"> <li>• Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.</li> <li>• Develop and coach others and constructively review the work of others in order to improve and advance the skills, knowledge and performance levels of those who report to them.</li> </ul>	
8	Family Advocate, Grade 1; LP-7	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Argue cases in court and have experience and knowledge of legal proceedings</li> <li>• Conduct legal research that will provide information and case law relevant to the legal matter at hand and present motivation / proposals on how the specific case should be</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 5 years' appropriate post qualification litigation experience</li> <li>• Admittance as an</li> </ul>



No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>approached to obtain a desirable / justifiable outcome/ result.</p> <ul style="list-style-type: none"> <li>• Draft legal documents that provide clear motivation/ justification for a particular position pertaining to the case; also decide on the approach to be followed to ensure success in this regard.</li> <li>• Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable.</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client of possible courses of action with reference to the clients' instructions and legal entitlements. Document the interview/ advice given.</li> </ul>	<p>customer satisfaction.</p> <ul style="list-style-type: none"> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>• Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and</li> </ul>	Advocate

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
			results/outputs required of the work-unit.	
9	Family Advocate, Grade 2; LP-8	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Argue cases in court and have experience and knowledge of legal proceedings</li> <li>Conduct legal research that will provide information and case law relevant to the legal matter at hand and present motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome/ result.</li> <li>Draft legal documents that provide clear motivation/ justification for a particular position pertaining to the case; also decide on the approach to be followed to ensure success in this regard.</li> <li>Preside over an arbitration matter, consider legal arguments and make an award that is legally justifiable.</li> <li>Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> <li>Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client of possible courses of action with reference to the clients' instructions and legal entitlements. Document the interview/</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>Make impact, persuade and influence individuals or groups in order to gain support and action for</li> </ul>	<ul style="list-style-type: none"> <li>LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>At least 9 years' appropriate post qualification litigation experience</li> <li>Admittance as an Advocate</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		advice given.	<p>ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</p> <ul style="list-style-type: none"> <li>Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.</li> </ul>	
10	Senior Family Advocate; LP - 9	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Argue cases in court and have experience and knowledge of legal proceedings.</li> <li>Mentor and advice on litigation processes and procedures as well as advice on techniques, appropriate case law, etc. to support/strengthen arguments.</li> <li>Conduct, analyse, interpret, advise and mentor junior on research that will provide information and case law relevant to the matter at hand. Present on advice and mentor juniors on the motivation/proposals on how the specific case should be approached to obtain a desirable / justifiable outcome / result.</li> <li>Draft legal documents and advise on or mentor juniors on the drafting of legal documents that provide clear motivation / justification on a particular position pertaining to the case. Advise and decide on the approach to be followed to ensure success in this regard.</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making,</li> </ul>	<ul style="list-style-type: none"> <li>LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>At least 8 years' appropriate post qualification litigation experience</li> <li>Admittance as an Advocate</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<ul style="list-style-type: none"> <li>• Preside over an arbitration matter, consider legal arguments and make an award that is legally justifiable.</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> <li>• Advice, guide and mentor on dispute resolution processes, procedures and outcomes.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives.</li> <li>• Advise the client on possible courses of action with reference to the clients' instructions and legal entitlements.</li> <li>• Document the interview / advice given.</li> <li>• Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client.</li> </ul>	<p>reporting, document storage and planning.</p> <ul style="list-style-type: none"> <li>• Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.</li> <li>• Develop and coach others and constructively review the work of others in order to improve and advance the skills, knowledge and performance levels of those who report to them.</li> </ul>	
11	Production Specialist: Principal Family Advocate	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Argue highly complex case in a specialised field of law and have extensive knowledge of legal proceedings.</li> <li>• Display an extensive, in dept knowledge of a particular subject.</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 10 years' appropriate post qualification litigation</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<ul style="list-style-type: none"> <li>• Conduct research that will provide information and case law relevant to a specialised legal matter and present an opinion on the question on how the specific case should be approached to obtain a desirable outcome.</li> <li>• Advocate in High Court if required</li> <li>• Display an in-depth knowledge in drafting legal documents that pertain to a specialised field of law that motivates/ justifies a particular position pertaining to the case, also indicating the approach to be followed to ensure success</li> <li>• Display a superior knowledge and ability to conduct dispute resolutions in specialised fields of law , make awards and provide advice and guidance that is legally justifiable</li> <li>• Successfully conduct an interview in order to determine the clients' goals and objectives.</li> <li>• Advise the client on possible courses of action with reference to the clients' instructions and legal entitlements pertaining to a specialised field of law</li> <li>• Document the interview / advice given.</li> </ul>	<p>ensure the highest level of customer care and customer satisfaction.</p> <ul style="list-style-type: none"> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>• Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to</li> </ul>	<p>experience</p> <ul style="list-style-type: none"> <li>• Admittance as an Advocate</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
			<p>achieve the tasks, functions and results/outputs required of the work-unit.</p> <ul style="list-style-type: none"> <li>• Develop and coach others and constructively review the work of others in order to improve and advance the skills, knowledge and performance levels of those who report to them.</li> </ul>	
12	State Law Advisor Grade 1 LP-7	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Conduct legal research that will provide information and case law relevant to the legal matter at hand and present motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome/ result.</li> <li>• Draft legal documents that provide clear motivation/ justification for a particular position pertaining to the case; also decide on the approach to be followed to ensure success in this regard.</li> <li>• Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable.</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> <li>• Successfully conduct an interview in order to determine the client's</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>• Solve problems by analysing situations and apply critical thinking in</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 5 years' appropriate post qualification litigation/ advisory experience</li> <li>• Admittance as an Attorney or Advocate</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>goals and objectives. Advise the client of possible courses of action with reference to the clients' instructions and legal entitlements. Document the interview/ advice given.</p>	<p>order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</p> <ul style="list-style-type: none"> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit</li> </ul>	
13	State Law Advisor Grade 2 LP-8	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Conduct legal research that will provide information and case law relevant to the legal matter at hand and present motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome/ result.</li> <li>• Draft legal documents that provide clear motivation/ justification for a particular position pertaining to the case; also decide on the approach to be followed to ensure success in this regard.</li> <li>• Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable.</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 9 years' appropriate post qualification litigation/ advisory experience</li> <li>• Admittance as an Attorney or Advocate</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<ul style="list-style-type: none"> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client of possible courses of action with reference to the clients' instructions and legal entitlements. Document the interview/ advice given.</li> </ul>	<p>and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</p> <ul style="list-style-type: none"> <li>• Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.</li> </ul>	
14	Senior State Law Advisor, LP-9	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Conduct, analyse, interpret, advise and mentor junior on research that will provide information and case law relevant to the matter at hand. Present on advice and mentor juniors on the motivation/proposals on how the specific case should be approached to obtain a desirable /</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 8 years' appropriate post qualification litigation/ advisory</li> </ul>



No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>justifiable outcome / result.</p> <ul style="list-style-type: none"> <li>• Draft legal documents and advise on or mentor juniors on the drafting of legal documents that provide clear motivation / justification on a particular position pertaining to the case. Advise and decide on the approach to be followed to ensure success in this regard.</li> <li>• Preside over an arbitration matter, consider legal arguments and make an award that is legally justifiable.</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> <li>• Advice, guide and mentor on dispute resolution processes, procedures and outcomes.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives.</li> <li>• Advise the client on possible courses of action with reference to the clients' instructions and legal entitlements.</li> <li>• Document the interview / advice given.</li> <li>• Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should</li> </ul>	<p>customer satisfaction.</p> <ul style="list-style-type: none"> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>• Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and</li> </ul>	<p>experience</p> <ul style="list-style-type: none"> <li>• Admittance as an Attorney or Advocate</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		be rendered to the client.	<p>results/outputs required of the work-unit.</p> <ul style="list-style-type: none"> <li>Develop and coach others and constructively review the work of others in order to improve and advance the skills, knowledge and performance levels of those who report to them.</li> </ul>	
15	Production Specialist: State Law Advisor; LP-10	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Display an extensive, in depth knowledge of a particular subject. Conduct research that will provide information and case law relevant to a specialised matter and present an opinion on how the specific case should be approached to obtain a desirable / justifiable outcome / result.</li> <li>Display in-dept knowledge to draft legal documents that pertain to a specialised field of law that motivates/ justifies a particular position pertaining to the case, also indicating the approach to be followed to ensure success in this regard.</li> <li>Display a superior knowledge and ability to conduct dispute resolutions in specialised fields of law and make awards and provide advice and guidance that is legally justifiable.</li> <li>Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible course of action with reference to the client's instructions and legal entitlements pertaining to a specialised field of law. Document the advice given.</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of</li> </ul>	<ul style="list-style-type: none"> <li>LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>At least 10 years' appropriate post qualification litigation/ advisory experience</li> <li>Admittance as an Attorney or Advocate</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
			<p>action and implement the solutions developed in order to overcome problems and constraints.</p> <ul style="list-style-type: none"> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.</li> <li>• Develop and coach others and constructively review the work of others in order to improve and advance the skills, knowledge and performance levels of those who report to them.</li> </ul>	
16	Estate Controller Grades 1; EC-1	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Display knowledge of how wills and other legal issues arising out of a person's death are interpreted.</li> <li>• Determine and asses estate duties in terms of the Estate Duties Act by virtue of the delegation of the South African Receiver of Revenue</li> <li>• Supervise trusts according to the act</li> <li>• Display a basic knowledge and understanding of legal research principles.</li> <li>• Understand case law relevant to the legal matter at hand and be</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• No previous experience required</li> <li>•</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>guided in presenting/motivating proposals on how the specific case should be approached to obtain desirable outcome.</p> <ul style="list-style-type: none"> <li>• Draft legal documents that provide clear motivation. Justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard</li> <li>• Display an understanding and knowledge of legal proceedings relevant to dispute resolution mechanisms (mediation, arbitration and conciliation)</li> </ul>	<ul style="list-style-type: none"> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> </ul>	
17	Estate Controller Grade 2; EC-2	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Effectively interpret wills and other legal issues arising out of a person's death</li> <li>• Correctly determine and ass estate duties in terms of the Estate Duties Act by virtue of the delegation of the South African Receiver of Revenue</li> <li>• Conduct research that will provide information and case law relevant to the legal matter and hand and present motivation/proposals on how the specific case should be approached to obtain desirable result.</li> <li>• Draft legal documents that provide clear motivation/ justification for a particular position pertaining to the case, also decide on the</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 1 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>approach to be followed to ensure success in this regard</p> <ul style="list-style-type: none"> <li>• Preside over an arbitration matter, consider legal arguments, make an award that is legally justifiable</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> </ul>	<p>transformation of work unit and department.</p> <ul style="list-style-type: none"> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> </ul>	
18	Estate Controller Grade 3; EC-3	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Effectively interpret wills and other legal issues arising out of a person's death</li> <li>• Correctly determine and ass estate duties in terms of the Estate Duties Act by virtue of the delegation of the South African Receiver of Revenue</li> <li>• Conduct research that will provide information and case law relevant to the legal matter and hand and present motivation/proposals on how the specific case should be approached to obtain desirable result.</li> <li>• Draft legal documents that provide clear motivation/ justification for a particular position pertaining to the case, also decide on the approach to be followed to ensure success in this regard</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 2 years' appropriate post qualification legal experience</li> </ul>

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		FUNCTIONAL	GENERIC	
		<ul style="list-style-type: none"> <li>• Preside over an arbitration matter, consider legal arguments, make an award that is legally justifiable</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> </ul>	<p>information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</p>	
19	Estate Controller Grade 4; EC-4	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Mentor and advise on the interpretation of wills and other legal issues arising out of a person's death</li> <li>• Mentor and advise on conduction determinations and assessments of estate duties in terms of the Estate Duties Act by virtue of the delegation of the South African Receiver of Revenue</li> <li>• Coach and advice on the supervision of trusts in terms of the Act</li> <li>• Conduct, analyse, interpret, advise and mentor juniors on legal research that will provide information and case law relevant to the legal matter at hand and present motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome/ result.</li> <li>• Draft legal documents and advise on/ mentor juniors on the drafting of legal documents that</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning,</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 6 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>provide clear motivation/ justification for a particular position pertaining to the case; also advising and deciding on the approach to be followed to ensure success in this regard.</p> <ul style="list-style-type: none"> <li>• Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable.</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement. Advice, guide and mentor on dispute resolution processes, procedures and outcomes.</li> </ul>	<p>decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</p>	
20	Assistant Master ; Grade 1, MR-1	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Display knowledge of how wills and other legal issues arising out of a person's death are interpreted.</li> <li>• Determine and asses estate duties in terms of the Estate Duties Act by virtue of the delegation of the South African Receiver of Revenue</li> <li>• Supervise trusts according to the act</li> <li>• Display a basic knowledge and understanding of legal research principles.</li> <li>• Understand case law</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• No previous legal experience required</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>relevant to the legal matter at hand and be guided in presenting/motivating proposals on how the specific case should be approached to obtain desirable outcome.</p> <ul style="list-style-type: none"> <li>• Draft legal documents that provide clear motivation. Justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard</li> <li>• Display an understanding and knowledge of legal proceedings relevant to dispute resolution mechanisms (mediation, arbitration and conciliation)</li> </ul>	<p>and department.</p> <ul style="list-style-type: none"> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>• Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.</li> </ul>	
21	Assistant Master ; Grade 2, MR-2	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Effectively interpret wills and other legal issues arising out of a</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional</li> </ul>



No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>person's death</p> <ul style="list-style-type: none"> <li>• Correctly determine and ass estate duties in terms of the Estate Duties Act by virtue of the delegation of the South African Receiver of Revenue</li> <li>• Conduct research that will provide information and case law relevant to the legal matter and hand and present motivation/proposals on how the specific case should be approached to obtain desirable result.</li> <li>• Draft legal documents that provide clear motivation/ justification for a particular position pertaining to the case, also decide on the approach to be followed to ensure success in this regard</li> <li>• Preside over an arbitration matter, consider legal arguments, make an award that is legally justifiable</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> </ul>	<p>levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</p> <ul style="list-style-type: none"> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>• Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets,</li> </ul>	<p>Development</p> <ul style="list-style-type: none"> <li>• At least 1 year appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
			creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.	
22	Assistant Master ; Grade 3, MR-3	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Effectively interpret wills and other legal issues arising out of a person's death</li> <li>Correctly determine and ass estate duties in terms of the Estate Duties Act by virtue of the delegation of the South African Receiver of Revenue</li> <li>Conduct research that will provide information and case law relevant to the legal matter and hand and present motivation/proposals on how the specific case should be approached to obtain desirable result.</li> <li>Draft legal documents that provide clear motivation/ justification for a particular position pertaining to the case, also decide on the approach to be followed to ensure success in this regard</li> <li>Preside over an arbitration matter, consider legal arguments, make an award that is legally justifiable</li> <li>Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution,</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the</li> </ul>	<ul style="list-style-type: none"> <li>LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>At least 2 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>suggesting terms of a settlement and advice on a likely settlement.</p>	<p>solutions developed in order to overcome problems and constraints.</p> <ul style="list-style-type: none"> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.</li> </ul>	
23	Assistant Master ; Grade 4, MR-4	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Mentor and advise on the interpretation of wills and other legal issues arising out of a person's death</li> <li>• Mentor and advise on conduction determinations and assessments of estate duties in terms of the Estate Duties Act by virtue of the delegation of the South African Receiver of Revenue</li> <li>• Coach and advice on the supervision of trusts in terms of the Act</li> <li>• Conduct, analyse, interpret, advise and mentor juniors on legal research that will provide information and case law relevant to the legal matter at hand and present motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome/ result.</li> <li>• Draft legal documents</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 5 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>and advise on/ mentor juniors on the drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case; also advising and deciding on the approach to be followed to ensure success in this regard.</p> <ul style="list-style-type: none"> <li>• Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable.</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement. Advice, guide and mentor on dispute resolution processes, procedures and outcomes.</li> </ul>	<p>communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</p> <ul style="list-style-type: none"> <li>• Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.</li> </ul>	
24	Assistant Master ; Grade 5, MR-5	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Mentor and advise on the interpretation of wills and other legal issues arising out of a person's death</li> <li>• Mentor and advise on conduction determinations and assessments of estate duties in terms of the Estate Duties Act by virtue of the delegation of the South African Receiver of Revenue</li> <li>• Coach and advice on the</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Adapt to diverse cultural practices, customs, values</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 8 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>supervision of trusts in terms of the Act</p> <ul style="list-style-type: none"> <li>• Conduct, analyse, interpret, advise and mentor juniors on legal research that will provide information and case law relevant to the legal matter at hand and present motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome/ result.</li> <li>• Draft legal documents and advise on/ mentor juniors on the drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case; also advising and deciding on the approach to be followed to ensure success in this regard.</li> <li>• Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable.</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement. Advice, guide and mentor on dispute resolution processes, procedures and outcomes.</li> </ul>	<p>and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</p> <ul style="list-style-type: none"> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>• Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific objective or result.</li> <li>• Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.</li> </ul>	

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
25	Deputy Master; MR-6	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Mentor and advise on the interpretation of wills and other legal issues arising out of a person's death</li> <li>• Mentor and advise on conduction determinations and assessments of estate duties in terms of the Estate Duties Act by virtue of the delegation of the South African Receiver of Revenue</li> <li>• Coach and advice on the supervision of trusts in terms of the Act</li> <li>• Conduct, analyse, interpret, advise and mentor juniors on legal research that will provide information and case law relevant to the legal matter at hand and present motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome/ result.</li> <li>• Draft legal documents and advise on/ mentor juniors on the drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case; also advising and deciding on the approach to be followed to ensure success in this regard.</li> <li>• Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable.</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>• Solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.</li> <li>• Make impact, persuade and influence individuals or groups in order to gain support and action for ideas, proposals or initiatives put forward in order to achieve a specific</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 8 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement. Advice, guide and mentor on dispute resolution processes, procedures and outcomes.</p>	<p>objective or result.</p> <ul style="list-style-type: none"> <li>Plan and organise the work of the work-unit and groups, using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources, according to the Department's procedures, in order to achieve the tasks, functions and results/outputs required of the work-unit.</li> <li>Develop and coach others and constructively review the work of others in order to improve and advance the skills, knowledge and performance levels of those who report to them.</li> </ul>	
26	Legal Administration Officer Grade 1; MR-1	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Display an understanding of drafting legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard.</li> <li>Understand and have a basic knowledge of legal research principles. Display an understanding of case law relevant to the legal matter at hand and be guided in presenting motivation/proposals on how the specific case should be approached to obtain desirable/justifiable outcome</li> <li>Display knowledge and understanding of interviewing principles for the purposes of determining client's goals and objectives. Suggest possible course of action in relation to legal entitlements and client's instructions, and discuss</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>Collect data and information, analyse and translate information into knowledge for planning,</li> </ul>	<ul style="list-style-type: none"> <li>LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>No previous legal experience required</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>these with a supervisor</p> <ul style="list-style-type: none"> <li>• Accurately document an interview / advice given</li> </ul>	<p>decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</p>	
27	Legal Administration Officer Grade 2; MR-2	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result</li> <li>• Draft legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions</li> <li>• Document interview and all advice given during legal consultation in writing.</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 1 years' appropriate post qualification legal experience</li> </ul>



No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
			communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.	
28	Legal Administration Officer Grade 3; MR-3	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Conduct research that will provide information and case law relevant to the legal matter at hand and present motivation/proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result</li> <li>Draft legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard.</li> <li>Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions</li> <li>Document interview and all advice given during legal consultation in writing.</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making,</li> </ul>	<ul style="list-style-type: none"> <li>LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>At least 2 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
			reporting, document storage and planning.	
29	Legal Administration Officer Grade 4; MR-4	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result</li> <li>• Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 5 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
30	Legal Administration Officer,  Grade 5;  MR-5	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result</li> <li>• Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 8 years' appropriate post qualification legal experience</li> </ul>
31	Senior Legal Administration Officer; MR-6	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Conduct, analyse, interpret, advise and</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome / result</p> <ul style="list-style-type: none"> <li>• Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client</li> </ul>	<p>customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</p> <ul style="list-style-type: none"> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> <li>• Develop and coach others and constructively review the work of others in order to improve and advance the skills, knowledge and performance levels of those who report to them.</li> </ul>	<p>the Minister of Justice and Constitutional Development</p> <ul style="list-style-type: none"> <li>• At least 8 years' appropriate post qualification legal experience</li> </ul>
32	Registrar Grade 1;	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Display an understanding</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
	MR-1	<p>of how the progression of cases are tracked and managed in court and the management of time and events necessary to move cases for initiation through to disposition</p> <ul style="list-style-type: none"> <li>• Display a basic knowledge and understanding of legal research principles.</li> <li>• Understand case law relevant to the legal matter at hand and be guided in presenting/motivating proposals on how the specific case should be approached to obtain desirable outcome.</li> <li>• Display knowledge and understanding of interviewing principles for the purposes of determining client's goals and objectives using appropriate questioning techniques</li> <li>• Explain and suggest possible courses of action in relation to legal entitlements and client's instructions</li> <li>• Accurately document and interview/advice given in writing</li> </ul>	<p>delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</p> <ul style="list-style-type: none"> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> </ul>	<p>determined by the Minister of Justice and Constitutional Development</p> <ul style="list-style-type: none"> <li>• No previous legal experience required</li> </ul>
33	Registrar Grade 2; MR-2	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Track and manage the progression of all case files in court and manage time and events necessary to move cases from initiation through to disposition</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 1 years'</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<ul style="list-style-type: none"> <li>• Conduct research that will provide information and case law relevant to the legal matter and hand and present motivation/proposals on how the specific case should be approached to obtain desirable result.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives.</li> <li>• Advise the client on possible course of action with reference to the client's instructions and legal entitlements.</li> <li>• Document interview and all advice given during legal consultation in writing in writing.</li> </ul>	<p>service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</p> <ul style="list-style-type: none"> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> </ul>	<p>appropriate post qualification legal experience</p>
34	Registrar Grade 3; MR-3	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Track and manage the progression of all case files in court and manage time and events necessary to move cases from initiation through to disposition</li> <li>• Conduct research that will provide information and case law relevant to the legal matter and hand and present motivation/proposals on</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 2 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>how the specific case should be approached to obtain desirable result.</p> <ul style="list-style-type: none"> <li>• Successfully conduct an interview in order to determine the client's goals and objectives.</li> <li>• Advise the client on possible course of action with reference to the client's instructions and legal entitlements.</li> <li>• Document interview and all advice given during legal consultation in writing in writing.</li> </ul>	<ul style="list-style-type: none"> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> </ul>	
35	Registrar Grade 4; MR-4	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Track and manage the progression of all case files in court and manage time and events necessary to move cases from initiation through to disposition</li> <li>• Conduct research that will provide information and case law relevant to the legal matter and hand and present motivation/proposals on how the specific case should be approached to obtain desirable result.</li> <li>• Successfully conduct an interview in order to</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 5 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>determine the client's goals and objectives.</p> <ul style="list-style-type: none"> <li>Advise the client on possible course of action with reference to the client's instructions and legal entitlements.</li> <li>Document interview and all advice given during legal consultation in writing in writing.</li> </ul>	<p>of services and products delivered to customers.</p> <ul style="list-style-type: none"> <li>Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> </ul>	
36	Registrar Grade 5; MR-5	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition.</li> <li>Conduct, analyse, interpret, advice and mentor juniors on research that will provide information and case law relevant to the legal matter at hand.</li> <li>Present on, advice and mentor juniors on the motivation/ proposal on how the specific case should be approached to obtain a desirable outcome.</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to</li> </ul>	<ul style="list-style-type: none"> <li>LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>At least 8 years' appropriate post qualification legal experience</li> </ul>



No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<ul style="list-style-type: none"> <li>• Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client of possible courses of action with reference to the clients' instructions and legal entitlements.</li> <li>• Document the interview/ advice given in writing.</li> <li>• Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees that should be rendered to the client.</li> </ul>	<p>meet equity requirements, contribute to the transformation of work unit and department.</p> <ul style="list-style-type: none"> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> </ul>	
37	Chief Registrar, MR-6	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Mentor and advice on the tracking and management of the progression of all cases filed in court and management of time and events necessary to move cases from initiation through to disposition.</li> <li>• Conduct, analyse, interpret, advice and mentor juniors on research that will provide information and case law relevant to the legal matter at hand.</li> <li>• Present on, advice and mentor juniors on the motivation/ proposal on how the specific case should be approached to obtain a desirable outcome.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client of possible courses of action with reference to</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 8 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>the clients' instructions and legal entitlements.</p> <ul style="list-style-type: none"> <li>• Document the interview/ advice given in writing.</li> <li>• Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees that should be rendered to the client.</li> </ul>	<p>translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</p> <ul style="list-style-type: none"> <li>• Develop and coach others and constructively review the work of others in order to improve and advance the skills, knowledge and performance levels of those who report to them.</li> </ul>	
38	Maintenance Officer Grade 1; MR-1	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Display a basic understanding of the litigation process and legal proceedings.</li> <li>• Display a basic knowledge and understanding of legal research principles. Understand case law relevant to the legal matter at hand and be guided in presenting motivation / proposals on how the specific case should be approached to obtain desirable / justifiable outcome.</li> <li>• Display a basic understanding of the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard.</li> <li>• Display a basic</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• No previous legal experience required</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>understanding and knowledge of legal proceedings relevant to mediation, arbitration and conciliation.</p> <ul style="list-style-type: none"> <li>• Display a basic understanding / knowledge of interviewing principles for the purposes of determining client's goals and objectives. Suggest possible courses of action during the consultation process, in relation to legal entitlements and client's instructions and discuss these with mentor. Document interview and all advice given during legal consultation in writing.</li> </ul>	<p>information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</p>	
39	Maintenance Officer Grade 2; MR-2	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Display a basic understanding of the litigation process and legal proceedings.</li> <li>• Display a basic knowledge and understanding of legal research principles. Understand case law relevant to the legal matter at hand and be guided in presenting motivation / proposals on how the specific case should be approached to obtain desirable / justifiable outcome.</li> <li>• Display a basic understanding of the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard.</li> <li>• Display a basic understanding and knowledge of legal</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 1 year appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>proceedings relevant to mediation, arbitration and conciliation.</p> <ul style="list-style-type: none"> <li>• Display a basic understanding / knowledge of interviewing principles for the purposes of determining client's goals and objectives. Suggest possible courses of action during the consultation process, in relation to legal entitlements and client's instructions and discuss these with mentor. Document interview and all advice given during legal consultation in writing.</li> </ul>	<p>knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</p>	
40	Maintenance Officer Grade 3; MR-3	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Argue cases in court and have experience and knowledge of legal proceedings</li> <li>• Conduct legal research that will provide information and case law relevant to the legal matter at hand and present motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome/ result.</li> <li>• Draft legal documents that provide clear motivation/ justification for a particular position pertaining to the case; also decide on the approach to be followed to ensure success in this regard.</li> <li>• Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable.</li> <li>• Mediate a dispute by identifying issues, developing options,</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 2 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>considering alternatives and advising on the process of mediation.</p> <ul style="list-style-type: none"> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client of possible courses of action with reference to the clients' instructions and legal entitlements. Document the interview/ advice given.</li> </ul>	<p>management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</p>	
41	Maintenance Officer Grade 4; MR-4	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Argue cases in court and have experience and knowledge of legal proceedings</li> <li>• Conduct legal research that will provide information and case law relevant to the legal matter at hand and present motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome/ result.</li> <li>• Draft legal documents that provide clear motivation/ justification for a particular position pertaining to the case; also decide on the approach to be followed to ensure success in this regard.</li> <li>• Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable.</li> <li>• Mediate a dispute by identifying issues,</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning,</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 5 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>developing options, considering alternatives and advising on the process of mediation.</p> <ul style="list-style-type: none"> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement.</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client of possible courses of action with reference to the clients' instructions and legal entitlements. Document the interview/ advice given.</li> </ul>	<p>decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</p>	
42	Maintenance Officer Grade 5; MR-5	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Argue cases in court and have experience and knowledge of legal proceedings. Mentor and advise on litigation processes and procedures as well as advise on techniques, appropriate case law, etc to support / strengthen arguments</li> <li>• Conduct, analyse, interpret, advise and mentor juniors on legal research that will provide information and case law relevant to the legal matter at hand and present motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome/ result.</li> <li>• Draft legal documents and advise on and or mentor juniors of the drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case;</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</li> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 8 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>also decide on the approach to be followed to ensure success in this regard.</p> <ul style="list-style-type: none"> <li>• Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable.</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement. Advise, guide and mentor on dispute resolution processes, procedures and outcomes</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client of possible courses of action with reference to the clients' instructions and legal entitlements. Document the interview/ advice given.</li> </ul>	<p>knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</p>	
43	Chief Maintenance Officer	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Argue cases in court and have experience and knowledge of legal proceedings. Mentor and advise on litigation processes and procedures as well as advise on techniques, appropriate case law, etc to support / strengthen arguments</li> <li>• Conduct, analyse, interpret, advise and mentor juniors on legal research that will provide information and case law</li> </ul>	<p>Must be able to:</p> <ul style="list-style-type: none"> <li>• Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction.</li> <li>• Measure and improve or upgrade work methods, procedures and systems</li> </ul>	<ul style="list-style-type: none"> <li>• LLB (or as otherwise determined by the Minister of Justice and Constitutional Development</li> <li>• At least 8 years' appropriate post qualification legal experience</li> </ul>

No	JOB TITLE SCALE	COMPETENCIES		EXPERIENTIAL COMPETENCY/ QUALIFICATION AND ADMITTANCE REQUIREMENT
		FUNCTIONAL	GENERIC	
		<p>relevant to the legal matter at hand and present motivation / proposals on how the specific case should be approached to obtain a desirable / justifiable outcome/ result.</p> <ul style="list-style-type: none"> <li>• Draft legal documents and advise on and or mentor juniors of the drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case; also decide on the approach to be followed to ensure success in this regard.</li> <li>• Preside over an arbitration matter, consider legal arguments, and make an award that is legally justifiable.</li> <li>• Mediate a dispute by identifying issues, developing options, considering alternatives and advising on the process of mediation.</li> <li>• Conciliate a dispute by advising on the content of the dispute or the outcome of its resolution, suggesting terms of a settlement and advice on a likely settlement. Advise, guide and mentor on dispute resolution processes, procedures and outcomes</li> <li>• Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client of possible courses of action with reference to the clients' instructions and legal entitlements. Document the interview/ advice given.</li> </ul>	<p>and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers.</p> <ul style="list-style-type: none"> <li>• Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department.</li> <li>• Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video-conferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.</li> </ul>	



**TABLE 4.1 DEFINITIONS OF COMPETENCIES**

	COMPETENCY	DEFINITION	TYPICAL TASKS
1	Litigation	The practice of taking legal action through the judicial process. Arguing a legal dispute in court.	<ul style="list-style-type: none"> <li>• Search and find all relevant documents for instituting and conducting an action, application and proceeding</li> <li>• Consult with clients, witnesses, colleagues, advocates, experts and any other relevant person</li> <li>• Study court records, police dockets, contract, witness statements, case and other law.</li> <li>• Preparation of court documents which includes pleadings, affidavits, opinions, heads of arguments, notices, briefing documents applications and others</li> <li>• Preparing cases for court by issuing subpoena, prepare witnesses and experts for court, paginate and index court and own files</li> <li>• Appear in court, lead evidence, cross examine witnesses and present legal argument</li> </ul>
2	Advocacy	The practice of taking legal action through the judicial process in the High Court. Arguing a legal dispute in High Court.	<ul style="list-style-type: none"> <li>• Search and find all relevant documents for instituting and conducting an action, application and proceeding</li> <li>• Consult with clients, witnesses, colleagues, advocates, experts and any other relevant person</li> <li>• Study court records, police dockets, contract, witness statements, case and other law.</li> <li>• Preparation of court documents which includes pleadings, affidavits, opinions, heads of arguments, notices, briefing documents applications and others</li> <li>• Preparing cases for court by issuing subpoena, prepare witnesses and experts for court, paginate and index court and own files</li> <li>• Appear in court, lead evidence, cross examine witnesses and present legal argument</li> </ul>
3	Legal Research	The process of identifying and retrieving information necessary to support legal decision making, advising and formulation of options	<ul style="list-style-type: none"> <li>• Consult and read legislation applicable in a particular matter</li> <li>• Refer to applicable precedent and read on case law</li> <li>• Consult and read legal text including on-line publications</li> <li>• Identify, interpret, and apply results of research</li> <li>• Effectively communicate the results of research - present</li> </ul>

	COMPETENCY	DEFINITION	TYPICAL TASKS
			motivation/proposals on the how the specific case should be approached to obtain a desirable/ justifiable outcome / result
4	Legal Drafting	The creation of binding legal text. It includes enacted law, private and public contracts and agreements, notices and legal information and documents related to legal matters such as wills and trusts.	<ul style="list-style-type: none"> <li>• Obtain all relevant information and documents</li> <li>• Consults with client and other persons to obtain further information required for the drafting</li> <li>• Drafts documents that comply with the standards and requirements of the courts and any other statutory requirements</li> <li>• Use precedents appropriately</li> <li>• Draft a legally effective and enforceable document</li> </ul>
5	Dispute Resolution	<p>All processes that are used to resolve disputes, whether within or outside court proceedings. Dispute resolution processes may be facilitative, advisory or determinative i.e.:</p> <ul style="list-style-type: none"> <li>• Mediation: The processes, in which the parties to a dispute, with the assistance of a mediator, identify the disputed issues, develop options, consider alternatives and endeavour to reach an agreement. The mediator advises on or determines the process of mediation.</li> <li>• Conciliation – The processes, in which the parties to a dispute, with the assistance of a conciliator, identify the issues in dispute, develop options, consider alternatives and endeavour to reach an agreement. The conciliator plays an advisory role on the content of the dispute or the outcome of its resolution, and may make suggestions for terms of settlement, give expert advice on likely settlement terms and actively encourage the participants to reach an agreement.</li> <li>• Arbitration – the resolution of disputes outside the courts. Parties to a dispute present arguments and evidence to a</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain all relevant information and documents from respective parties</li> <li>• Consult with officials</li> <li>• Research the law for guiding principles</li> <li>• Make a ruling based on available evidence</li> <li>• Furnish respective parties with decision</li> <li>• Understand and apply mediation skills and practice</li> <li>• Understand and apply arbitration skills and practice</li> <li>• Understand and apply conciliation skills and practice</li> <li>• Preside over arbitration matters, consider and after hearing legal arguments, make an award that is legally justifiable</li> </ul>

	COMPETENCY	DEFINITION	TYPICAL TASKS
		dispute resolution practitioner who then makes a determination	
6	Case Flow Management	The process of tracking and managing the progression of all cases filed in court and manage time and events from initiation through to disposition	<ul style="list-style-type: none"> <li>• Conduct pre-trial phase of the case</li> <li>• Conduct the trial phase</li> <li>• Manage events that follow the disposition of cases</li> <li>• Timely complete the post disposition case activities</li> </ul>
7	Administration of Estates	The Interpretation of wills and other legal issues arising out of a person's death	<ul style="list-style-type: none"> <li>• Conduct determination, validation and maintenance of assets and liabilities</li> <li>• Wind up a person's affairs</li> <li>• Resolve dispute and claims of creditors, heirs and family</li> <li>• Process payments of liabilities</li> <li>• Distribute net assets to beneficiaries</li> </ul>
8	Estate Duties	The processes related to the conducting of determinations and assessments of estate duties in terms of the Estate Duties Act by virtue of delegation of the South African Receiver of Revenue	<ul style="list-style-type: none"> <li>• Interpret and apply the principles of Estate Duties Act</li> <li>• Analyse property in an estate</li> <li>• Calculate the duty on an estate</li> </ul>
9	Trusts	The process of supervising trusts in terms of the act	<ul style="list-style-type: none"> <li>• Interpret and apply principles of the Trust Property Control Act</li> <li>• Create a trust</li> <li>• Appoint persons as trustees</li> </ul>

**Application of Public Service Regulations (2001) Chapter I, Part V/C.3 – awarding of a higher salary**

24. New appointees shall, with effect from **01 May 2008**, be subject to the prescribed appointment requirements and competency profile as per Table 4 read together with Table 4.1.
25. The OSD provides for a recognition basis in entry level production posts (LP-3, LP-4, EC-1 to EC-4 and MR-1 to MR-5), for purposes of the awarding of a higher salary based on experience upon appointment from outside the Public Service as per Table 5.
26. An employee appointed to advanced production and supervisory posts must start on the minimum salary notch attached to the specific post. It is however, provided that were an employee is currently earning a higher salary, an Executing Authority may offer a higher salary/notch, attached to the specific post in terms of Public Service Regulations 2001, Chapter 1, Part V/C.3.

27. This means that Public Service Regulations (2001) Chapter I, Part V/C.3 – awarding of a higher salary – in its full context, is **only applicable** to the following advanced production and supervisory posts (and grades) in the OSD post structure:
- 27.1. Senior Assistant State Attorney, Grades 1 and 2.
  - 27.2. Family Advocate.
  - 27.3. Senior Family Advocate.
  - 27.4. State Law Advisor.
  - 27.5. Senior State Law Advisor.
  - 27.6. Specialists Litigation or Advisory Services.
  - 27.7. Chief Maintenance Officer.
  - 27.8. Chief Registrar.
  - 27.9. Deputy Master.
  - 27.10. Senior Legal Administration Officer.

**TABLE 5: RECOGNITION BASIS FOR ENTRY LEVEL PRODUCTION POSTS**

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch on scale
			Experience profile	
<b><u>STATE ATTORNEY</u></b>				
1	Assistant State Attorney (Grade 1) and (Grade 2)	LP-3	At least 2 years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
			3 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	2 <sup>nd</sup>
			4 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	3 <sup>rd</sup>
			5 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	4 <sup>th</sup>
		LP-4	6 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
			7 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification ((LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	2 <sup>nd</sup>

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch on scale
			Experience profile	
			8 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	3 <sup>rd</sup>
			9 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	4 <sup>th</sup>
			10 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	5 <sup>th</sup>
			11 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	6 <sup>th</sup>
			12 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	7 <sup>th</sup>
			13 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	8 <sup>th</sup>
			14 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	9 <sup>th</sup>
			15 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	10 <sup>th</sup>
			16 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	11 <sup>th</sup>
			17 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	12 <sup>th</sup>
			18 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	13 <sup>th</sup>
			19 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	14 <sup>th</sup>

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch on scale
			Experience profile	
			20 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	15 <sup>th</sup>
			21 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	16 <sup>th</sup>
			22 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	17 <sup>th</sup>
			23 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	18 <sup>th</sup>
			24 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	19 <sup>th</sup>
			25 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	20 <sup>th</sup>
			26 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	21 <sup>st</sup>
			27 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	22 <sup>nd</sup>
			28 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	23 <sup>rd</sup>
			29 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	24 <sup>th</sup>
			30 Years' or more appropriate/recognisable experience legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	25 <sup>th</sup>
<b>LEGAL ADMINISTRATION OFFICER</b>				
8	Legal Administration Officer (Grade	MR-1	No previous post graduate legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the	Minimum

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch on scale
			Experience profile	
	1,2,3, 4 and 5)		Minister of Justice and Constitutional Development)	
		MR-2	At least 1 years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
		MR-3	2 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
			3 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	2 <sup>nd</sup>
			4 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	3 <sup>rd</sup>
			5 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	4 <sup>th</sup>
			6 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	5 <sup>th</sup>
			7 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification ((LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	6 <sup>th</sup>
		MR-4	8 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
			9 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	2 <sup>nd</sup>
			10 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	3 <sup>rd</sup>
			11 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	4 <sup>th</sup>
			12 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	5 <sup>th</sup>
			13 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	6 <sup>th</sup>

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch on scale
			Experience profile	
		MR-5	14 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
			15 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	2 <sup>nd</sup>
			16 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	3 <sup>rd</sup>
			17 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	4 <sup>th</sup>
			18 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	5 <sup>th</sup>
			19 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	6 <sup>th</sup>
			20 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	7 <sup>th</sup>
			21 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	8 <sup>th</sup>
			22 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	9 <sup>th</sup>
			23 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	10 <sup>th</sup>
			24 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	11 <sup>th</sup>
			25 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	12 <sup>th</sup>



	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch on scale
			Experience profile	
			26 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	13 <sup>th</sup>
			27 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	14 <sup>th</sup>
			28 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	15 <sup>th</sup>
			29 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	16 <sup>th</sup>
			30 Years' or more appropriate/recognisable experience legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	17 <sup>th</sup>
<b><u>MAINTENANCE OFFICER</u></b>				
9	Maintenance Officer (Grades 1, 2, 3, 4 and 5)	MR-1	No previous post graduate legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
		MR-2	At least 1 years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
		MR-3	2 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
			3 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	2 <sup>nd</sup>
			4 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	3 <sup>rd</sup>
			5 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	4 <sup>th</sup>
			6 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	5 <sup>th</sup>

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch on scale
			Experience profile	
			7 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	6 <sup>th</sup>
		MR-4	8 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
			9 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	2 <sup>nd</sup>
			10 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	3 <sup>rd</sup>
			11 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	4 <sup>th</sup>
			12 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	5 <sup>th</sup>
			13 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	6 <sup>th</sup>
		MR-5	14 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
			15 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	2 <sup>nd</sup>
			16 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	3 <sup>rd</sup>
			17 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	4 <sup>th</sup>
			18 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	5 <sup>th</sup>
			19 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	6 <sup>th</sup>

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch on scale
			Experience profile	
			Development)	
			20 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	7 <sup>th</sup>
			21 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	8 <sup>th</sup>
			22 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	9 <sup>th</sup>
			23 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	10 <sup>th</sup>
			24 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	11 <sup>th</sup>
			25 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	12 <sup>th</sup>
			26 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	13 <sup>th</sup>
			27 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	14 <sup>th</sup>
			28 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	15 <sup>th</sup>
			29 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	16 <sup>th</sup>
			30 Years' or more appropriate/recognisable experience legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	17 <sup>th</sup>
<b>MASTER</b>				
1	Assistant	MR-1	No previous post graduate legal experience after obtaining the	Minimum

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch on scale
			Experience profile	
0	Master (Grade 1, 2, 3, 4 and 5)		relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	
		MR-2	At least 1 years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
		MR-3	2 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
			3 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	2 <sup>nd</sup>
			4 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	3 <sup>rd</sup>
			5 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	4 <sup>th</sup>
			6 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	5 <sup>th</sup>
			7 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification ((LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	6 <sup>th</sup>
		MR-4	8 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
			9 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	2 <sup>nd</sup>
			10 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	3 <sup>rd</sup>
			11 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	4 <sup>th</sup>
			12 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	5 <sup>th</sup>
			13 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	6 <sup>th</sup>

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch on scale
			Experience profile	
			Development)	
		MR-5	14 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
			15 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	2 <sup>nd</sup>
			16 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	3 <sup>rd</sup>
			17 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	4 <sup>th</sup>
			18 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	5 <sup>th</sup>
			19 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	6 <sup>th</sup>
			20 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	7 <sup>th</sup>
			21 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	8 <sup>th</sup>
			22 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	9 <sup>th</sup>
			23 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	10 <sup>th</sup>
			24 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	11 <sup>th</sup>
			25 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	12 <sup>th</sup>

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch on scale
			Experience profile	
			Development)	
			26 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	13 <sup>th</sup>
			27 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	14 <sup>th</sup>
			28 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	15 <sup>th</sup>
			29 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	16 <sup>th</sup>
			30 Years' or more appropriate/recognisable experience legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	17 <sup>th</sup>
<b><u>ESTATE CONTROLLER</u></b>				
1	Estate Controller (Grade 1, 2, 3,4 and 5)	EC-1	No previous post graduate legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
		EC-2	At least 1 years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
		EC-3	2 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
			3 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	2 <sup>nd</sup>
			4 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	3 <sup>rd</sup>
			5 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	4 <sup>th</sup>
			6 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	5 <sup>th</sup>

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch on scale
			Experience profile	
			7 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	6 <sup>th</sup>
		EC-4	8 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	Minimum
			9 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	2 <sup>nd</sup>
			10 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	3 <sup>rd</sup>
			11 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	4 <sup>th</sup>
			12 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	5 <sup>th</sup>
			13 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	6 <sup>th</sup>
			14 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	7 <sup>th</sup>
			15 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	8 <sup>th</sup>
			16 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	9 <sup>th</sup>
			17 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	10 <sup>th</sup>
			18 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	11 <sup>th</sup>
			19 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	12 <sup>th</sup>

	JOB LEVEL	SCALE	RECOGNITION BASIS	Notch on scale
			Experience profile	
			Development)	
			20 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	13 <sup>th</sup>
			21 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	14 <sup>th</sup>
			22 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	15 <sup>th</sup>
			23 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	16 <sup>th</sup>
			24 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	17 <sup>th</sup>
			25 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	18 <sup>th</sup>
			26 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	19 <sup>th</sup>
			27 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	20 <sup>th</sup>
			28 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	21 <sup>th</sup>
			29 Years' appropriate/recognisable legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	22 <sup>th</sup>
			30 Years' or more appropriate/recognisable experience legal experience after obtaining the relevant legal qualification (LLB or as otherwise determined by the Minister of Justice and Constitutional Development)	23 <sup>th</sup>



**The application of Public Service Regulations (2001) Chapter I, Part IV and Part V/C.4 to C.8 – Job evaluation and upgrade/down grade of jobs (posts)**

28. The grading of the jobs is centrally determined in terms of the OSD and the Minister's determination, and departments may not deviate in this regard. Therefore, the (re)grading of jobs by departments by means of the prescribed job evaluation system are not permissible.
29. It should be noted upon the creation of any new post, not included in the development of the OSD the Minister of Public Service and Administration must be approached to make a determination on the inclusion of such a position in the OSD.
30. Public Service Regulations (2001) Chapter I, Part IV and Part V/C.4 to C.8 are not applicable in respect of posts on departmental establishments based on the OSD post structures.

**Mobility between Production Streams and Supervision or Court Management Streams**

31. Due thereto that different salary structures apply to the career streams, it is necessary to provide the following mobility arrangements between the streams:
  - 31.1. A Legally qualified employee who occupies a specific post who, for personal reasons, requests to be transferred/translated to a post with a lower maximum salary level, must accept the lower scale attached to the appropriate grade of the post, with a reduction in her or his salary notch, before the transfer/translation can be effected.
  - 31.2. If such transfer is employer initiated, the scale of the relevant grade attached to the higher remunerated post will be awarded to the affected legally qualified employee, with retention of her or his salary notch as personal.

**Effect of PSCBC and Sectoral Resolutions on conditions of service (benefits) on the OSD salary structures**

32. The conditions of service (benefits) regulated by PSCBC and Sectoral Resolutions is applicable to **all** legally qualified employees transferred/employed in terms of this OSD. The qualifying criteria for certain of these conditions of service are based on salary cut-off points on the standard 16 level salary grading system. (e.g. free medical on the Sapphire option for employees on salary level 5 and lower and the maximum payment of overtime, per annum, is capped at the first notch of salary level 8 (R132, 054)).

33. **The conditions of service applicable to the affected SMS members that translated to the total salary package applicable to this OSD will be covered by PSCBC and Sectoral Resolutions and these members will no longer fall under the SMS handbook, including general salary adjustments with effect from 01 July 2008.**

#### **GENERAL**

34. Funds for implementation of the OSD for the occupations State Attorney, Family Advocate, State Law Advisor, Specialist Litigation/Advisory stream, Estate Controller, Registrar, Master, Maintenance Officer and Legal Administration officer, must be derived from current budget allocations.
35. It is possible that the measures contained in this Determination may be erroneous or that errors may be made in the implementation of the measures. All affected employees must be informed in writing that errors would be rectified when they become known and that any amounts that have been overpaid or underpaid because of errors will be rectified (paid or recovered).
36. These measures must be are implemented correctly. Should any problems arise with the implementation of these measures, departments should approach the dpsa for assistance.
37. As per agreement (Resolution 1 of 2008) the GPSSBC will convene a number of comprehensive workshops at national and provincial level where the dpsa will assist departments with the implementation of the OSD.
38. The dpsa will also on a continuous basis monitor the implementation of the OSD (i.e. utilisation of the current codes on the PERSAL system), and where necessary, will liaise with departments in this regard.